## How to Designate a New Study/Site Owner



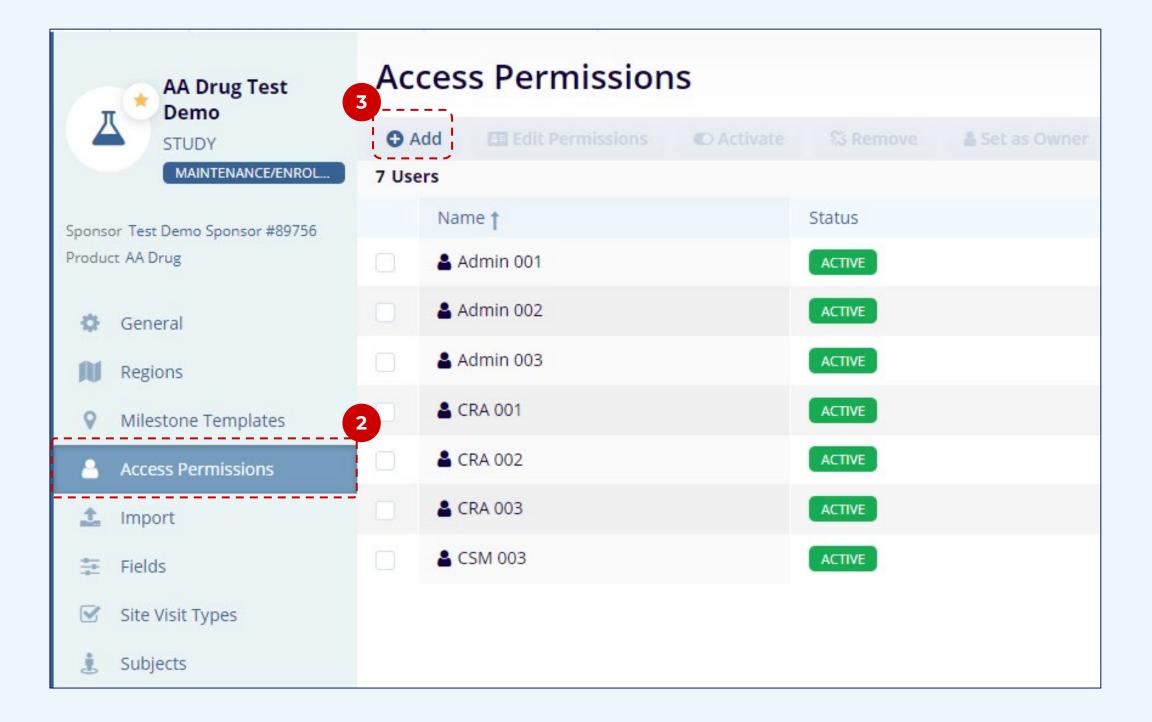
CTMS version 3.1

## **APPLICABLE TO:**

- Company AdminStudy Manager
- O CRA

\*\*Besides team turnover, this function is especially important for situations where the study needs to be created and set up immediately, but the study owner has not yet been designated.

- Navigate to the **Settings** for the Study or Site to be reassigned to a new owner.
- 2 Select 'Access Permissions' from the navigation links at the left side of the screen.



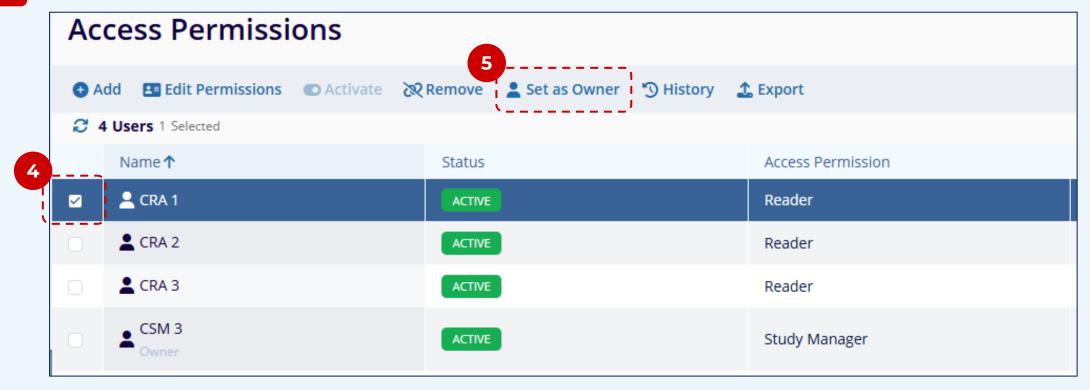
If necessary, use the **Add** button to add the new entity owner to the list of users associated with the entity.

## How to Designate a New Study/Site Owner

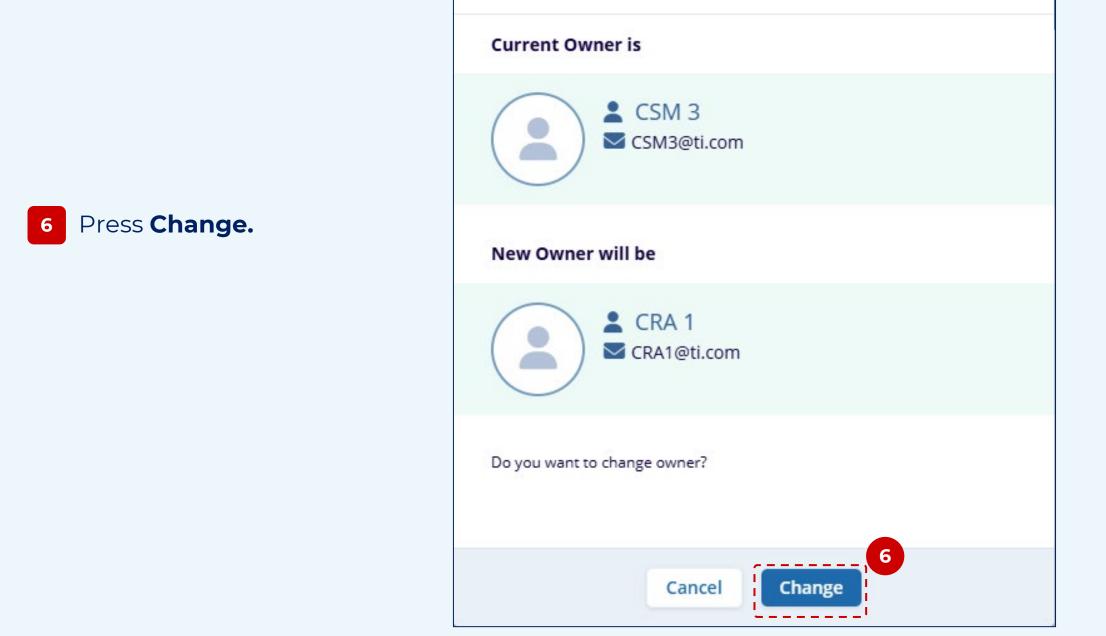




Select the new owner from the list of users displayed.



Press **Set as Owner.** 



Set Owner

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