

How to Map a Site Owner

GlobalLearn version 2.4

APPLICABLE TO:

- Admin
- Manager
- Instructor
- Learner
- GlobalLearn

1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Manage Sites**.

1

Manage Sites
Set up sites participating in your studies with your site team and their role at your sites.

2 Select the relevant site with the check box then click on **Map Site Owner**.

Total Sites **12** Active Sites **12** Inactive Sites **0**

[+ Add Site](#) [Edit](#) [Delete](#) [+ Map Learners](#) [Map Courses](#) **2** [+ Map Site Owner](#)

12 Sites 1 Selected

<input type="checkbox"/>	Study Name/Number	Site ID	Site Name
<input type="checkbox"/>		1472	
<input checked="" type="checkbox"/>	105 - Training	B101	Bathgate - Scotland

3 Click on **Add Site Owner**.

Map Site Owner ×

Sites B101 - Bathgate - Scotland

<input type="checkbox"/>	User	Email	Assign Course	Create Course	Receive Certificate Emails	View Certificate	View Transcript
No data available							

3 [Add Site Owner](#) [Delete Site Owner](#) [Save](#) [Cancel](#)

4 Click on the User input box to start user search/selection.

Add Site Owner

User	<input type="text" value=""/>
Assign Course	<input type="checkbox"/>
Create Course	<input type="checkbox"/>
Receive Certificate Emails	<input type="checkbox"/>
View Certificate	<input type="checkbox"/>
View Transcript	<input type="checkbox"/>

- Drogo Stark (drogostark@clinicorp.com)
- John Smith (johnsmithclinicorp@gmail.com)
- learn l (learn@learn.com)
- Ned Stark (nedstark@clinicorp.com)
- Robb Stark (robbstark@clinicorp.com)**
- Sansa Stark (sansastark@clinicorp.com)
- Test2 Managar2 (testmanager2.2@ti.com)

5 Set the coordinator permission levels by using the check boxes, then click **Save**.

Add Site Owner

User	<input type="text" value="Robb Stark (robbstark@clinicorp.com) X"/>
Assign Course	<input checked="" type="checkbox"/>
Create Course	<input checked="" type="checkbox"/>
Receive Certificate Emails	<input checked="" type="checkbox"/>
View Certificate	<input checked="" type="checkbox"/>
View Transcript	<input checked="" type="checkbox"/>

6 Finally, the Map Site Owner box allows you to review or edit the Coordinator permissions. You can also **Add** or **Remove** owners.

Map Site Owner

Sites Micro001 - Edinburgh Royal Infirmary

<input type="checkbox"/>	User	Email	Assign Course	Create Course	Receive Certificate Emails	View Certificate	View Transcript
<input type="checkbox"/>	Robb Stark	robbstark@clinicorp.com	<input checked="" type="checkbox"/>				