

Assigning Trial Ownership - Include v4.4

How to Assign and Unassign Trial Ownership

- On the toolbar, click **Administration > Trial Ownership > Manage**. The Manage Trial Ownership page displays the following lists:
 - At the top of the page: The names of users affiliated with your affiliated organization or its family member organization(s).
 - Below the list of names: Trials on which your organization is a lead organization or participating site.
- Under **Manage trial record ownership for**, select which role your affiliated organization or its family member organization(s) play(s).
 - For Complete trials, select **Lead Organization**.
 - For Abbreviated trials, select **Participating Site**.
- Indicate which users you want to give the ability to update and amend selected Complete trials; or update Abbreviated trials. To do so, select one or more user names on the list.

You can select or deselect all names, or filter the list of names

To select all names, select the check box on the left side of the column heading. Click it again to deselect all names.

Manage Trial Ownership

Manage trial record ownership for: (select one)

☒ Trials where the **Lead Organization** is from affiliated Organization's family. (includes only Complete trials)

☐ Trials where a **Participating Site** is from affiliated Organization's family. (includes only Abbreviated trials)

Users affiliated with this site (M D Anderson Cancer Center)

Select this check box to select or deselect all users

☒

Search:

<input checked="" type="checkbox"/>	Name	E-Mail
<input type="checkbox"/>	Jane Doe	ctrp_user@example.com
<input type="checkbox"/>	Jane Doe	ctrp_user@example.com
<input type="checkbox"/>	Jane Doe	ctrp_user@example.com

To filter the list of names, in the **Search** field, type one or more characters contained in a user's name or email address. The system filters the list as you type each character.

- In the list of trials at the bottom of the page, under **All Available Trials**, or **All Available Abbreviated Trials**, select the trials to assign to the user(s), and then click the Assign icon (>).

Trials where this site is the Lead Organization

A record owner of a trial listed below can amend or update that trial in CTRP

All Available Trials

Search:

<input type="checkbox"/>	NCI Identifier	Lead Org ID
<input type="checkbox"/>	NCI-2014-00454	LeadMay21
<input type="checkbox"/>	NCI-2014-00499	LEADORGID 123 K

Showing 1 to 2 of 2 entries

Assign

Unassign

Trial Owner Assignments

Search:

<input type="checkbox"/>	Name	NCI Identifier	Lead Org ID	Email Notification?
<input type="checkbox"/>	National Cancer Institute, xxxx	NCI-2014-00454	LeadMay21	<div>Yes No</div>
<input type="checkbox"/>	Jane Doe	NCI-2014-00454	LeadMay21	<div>Yes No</div>
<input type="checkbox"/>	Jane Doe	NCI-2014-00499	LEADORGID 123 K	<div>Yes No</div>

Showing 1 to 3 of 3 entries

- To unassign trials, under **Trial Ownership Assignments**, or **Site Owner Assignments**, select the user(s) you want to unassign, and click the Unassign icon (<).
- For Complete trials, indicate which trial owners should receive email notifications about the trial(s):
 - To indicate that a specific user should or should not receive email, in the **Email Notification?** column, in the row for that user, click **Yes** or **No**.

	Name	NCI Identifier	Lead Org ID	Email Notification?
<input type="checkbox"/>	Doe, Jane	NCI-2014-00454	LeadMay21	Yes No
<input type="checkbox"/>	Doe, Jane	NCI-2014-00499	LEADORGID 123 K	Yes No

- To indicate that all owners should or should not receive email, in the **Email Notification?** column header, click **All** > **Select Yes/No for all**.



The **Select No for All** and **Select Yes for All** options apply globally to all trial owners, not just the ones currently visible in the list.