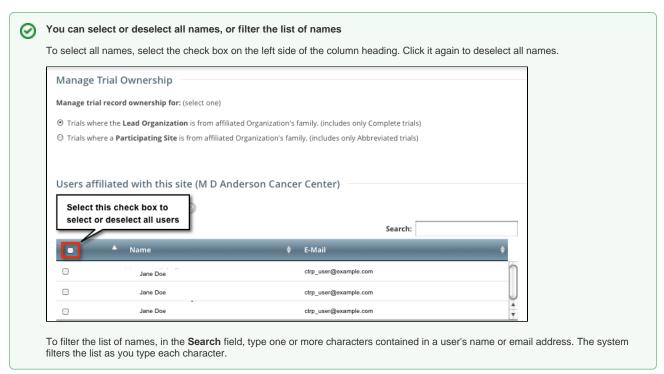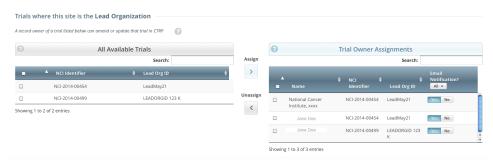# Assigning Trial Ownership - Include v4.4

How to Assign and Unassign Trial Ownership

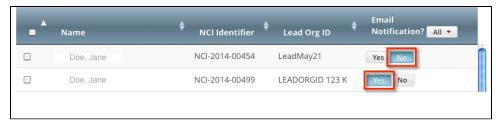1. On the toolbar, click **Administration** > **Trial Ownership** > **Manage**. The Manage Trial Ownership page displays the following lists:

    - 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.

2. Under **Manage trial record ownership for**, select which role your affiliated organization or its family member organization(s) play(s).
    a. For Complete trials, select **Lead Organization**.
    b. For Abbreviated trials, select **Participating Site**.
3. 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.
>
>
>
> 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.

4. 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 (**>**).

5. To unassign trials, under **Trial Ownership Assignments**, or **Site Owner Assignments**, select the user(s) you want to unassign, and click the Unassign icon (**<**).
6. 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**.

- 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.