


Editing and Deleting Participating Site Records - Include v4.4

If a participating site record currently associated with the trial you are abstracting is incorrect, you can edit or delete the site.

How to Edit or Delete a Participating Site From a Trial

- 1. Search for the trial of interest. For instructions, refer to [Searching for Trials in PA](#).
- 2. In the search results, click the NCI Trial Identifier link for that trial. The Trial Identification page appears.
- 3. On the **Trial Identification** page, check out the trial. For instructions, refer to [Checking In and Checking Out Trials](#). (This checkout step is optional for Super Abstractors.)
- 4. On the **Administrative Data** menu, click **Participating Sites**. The Participating Sites page appears.
- 5. To delete a participating site from the trial, in the **Delete** column, select the **Delete** check box, and then click **Delete** at the bottom of the list of records.

 If you delete a participating site from a trial, the system deletes all of its associated accrual data.

- 6. Confirm that you want to delete the site(s) in the pop-up window.


Participating Sites Accrual Data

Warning: The following site(s) have patients accrued against them. If you delete the site(s), the accrual data will be deleted.

PO-ID	Site Name	Accrual Count
129345	M D Anderson Cancer Center	1

Are you sure you want to delete the site(s)?

OK

 Cancel

- 7. To modify participating site's information, click the **Edit** icon.
- 8. Make changes as necessary, and then click **Save**.