

Assigning Trial Record Ownership - Include v4.5

In your role as abstractor, you can assign or remove ownership of any trial record. The system sends a notification of change of ownership to the appropriate user each time you assign/remove trial ownership.

How to Assign Trial Record Ownership

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 main menu, click **Assign Trial Ownership**. The Assign Trial Ownership page lists the current trial record owner(s).

Trial Owners

One item found.1

Name	Email Address	Phone Number	Address	Action
ClinicalTrials.gov Import	ctgovimport@example.com			Remove Ownership

Search Users

First Name

Last Name

Email Address

Affiliated Organization

Look Up Org

Search

Cancel

- Assign Trial Ownership Page-Current Trial Owners*
5. Search for the user to whom you want to assign ownership.
 - a. To search for an individual user, enter the name(s) and/or email address in the fields provided.
 - b. To search for users in an organization, click **Look Up Org** and search for the user's affiliated organization by following the instructions in [Searching for Organizations](#).
After selecting the organization, you are returned to the Assign Ownership page.
 6. Click **Search**.
The results of your search are displayed.

Search Users

First Name

ctrp

Last Name

Email Address

Affiliated Organization

Look Up Org

Search

Cancel

Search Results

One item found.1

First Name	Last Name	Email Address	Same Organization	Action
ctrpabstractor	CI	qatest@nih.gov		Assign Ownership

- Search Results List*
7. In the **Action** column, click **Assign Ownership** for each user you want to designate as an owner of the current trial record. If you are assigning ownership to an *Abbreviated* trial, click **OK** on the pop-up message to confirm your assignment.