3.3.6 Accessing the Share Screen

Use the Share screen to add sites to a study and invite users to access it.

Access the Share Screen

You can open the Share screen from multiple locations in OpenClinica, depending on where you are working.

From the My Studies Screen

1. Locate the study card.
2. Click **Share** at the bottom of the study card.
3. Select **Test** or **Production** on the study card to share.



From Study Designer

1. Open the study in Study Designer.
2. In the header bar, Click **Share**.
3. Select **Test** or **Production** to share.

From the Settings Screen

1. Open the study **Settings**.
2. Click **Share.**
3. Select **Test** or **Production** to share.

The Share screen opens and displays options for managing site access and user invitations for the selected environment (Test or Production).

Next Steps

- For details on adding sites to your study, refer to **Adding Sites**.
- For details on inviting users to your study, refer to **Inviting Users**.

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