



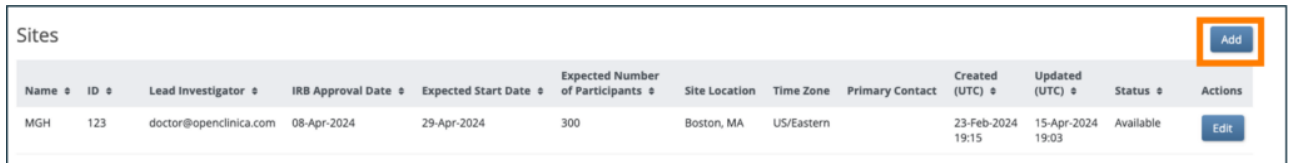
3.3.7 Adding Sites

Before inviting users to your study, ensure that at least one site is added. This applies even if your study collects data from only a single site.

Add a Site

Follow these steps to add a site:

1. On the **Share** screen, scroll down to the Sites section and click **Add**.



| Name | ID | Lead Investigator | IRB Approval Date | Expected Start Date | Expected Number of Participants | Site Location | Time Zone | Primary Contact | Created (UTC) | Updated (UTC) | Status | Actions |
|------|-----|------------------------|-------------------|---------------------|---------------------------------|---------------|------------|-----------------|-------------------|-------------------|-----------|---------|
| MGH | 123 | doctor@openclinica.com | 08-Apr-2024 | 29-Apr-2024 | 300 | Boston, MA | US/Eastern | | 23-Feb-2024 19:15 | 15-Apr-2024 19:03 | Available | Edit |

2. On the **Add Site** screen, begin typing the site name.
 - If the site already exists in another environment, select that site from the list. Fields are prefilled with site information.
 - If you are creating a new site, enter the **Site Name** and enter information in the appropriate fields.
 - **Note:** The **Expected Number of Participants** field is required, but it does not limit the number of participants at the site. Participant limits can only be configured at the study level.
For more information on limiting participants in a study, refer to [Create a Study](#).
 - After entering all site details, click **Save**.



Global Site Fields

Sites are **global**, meaning that if you use a site in *Study A*, you do not need to recreate it for *Study B*. When adding an existing site to a study, the following fields automatically populate:

- Site Name
- Time Zone
- City
- State/Province
- Zip
- Country

□ **Warning:** Only users with the **Admin** or **OpenClinica Team** role can edit global site fields (**Name, City, State/Province, Zip, Country, and Time Zone**). Other users can view these values but cannot modify them.

Configure Site-Specific Settings

Once your study is published, you can configure additional site-specific CRF settings on the **Site Details** page within **Study Runner**.

For more details on managing sites, refer to [Managing Sites](#).

Approved for publication by Kate Lambert. Signed on 2025-12-12 10:48AM

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