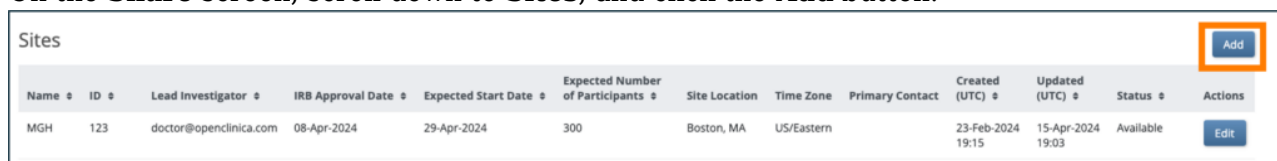


3.2.2 Adding Sites

Before you invite users to your study, add at least one site. This applies even if your study is only collecting data from a single site.

To Add a Site:

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



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 to type the site name.
 1. If the site already exists in another environment, select that site from the list. Fields are prefilled with site information.
 2. If you need to make a new site, type the name of the site, and enter information in the appropriate fields.
 - i. Although the *Expected Number of Participants* field is required, this will not limit the number of participants at the site. Limiting the number of participants can only be done at the Study level. View the [Create a Study](#) page for detail on limiting participants in a study.

Note: Sites are global, meaning if you use a site in **Study A** you don't need to recreate that site for **Study B**. When adding an existing site to a study, values appear in the **Site Name**, **Time Zone**, **City**, **State/Province**, **Zip**, and **Country** fields automatically.

3. Click the **Save** button.

Add site to your study (TEST Environment)

Site Name *

Site ID *

Lead Investigator *

IRB Approval Date

DD-MMM-YYYY

Expected Start Date

DD-MMM-YYYY

Expected Number of Participants *

Status *

Site Location

Time Zone *

Choose...

Time zones are displayed as: Region/Major City (Offset from UTC)

Type to search for a time zone

City

State/Province

Zip

Country

Type to search...

Primary Contact Info

Name

Phone

Email

Cancel

Save

Within Study Runner, additional site specific CRF settings can be configured on the **Site Details** page after publishing.

1. Select **Sites** within the **Tasks** menu.
2. Click the **Edit** pencil icon within the **Actions** column for the Site.
3. Select the **Event** to edit. From here, you can edit the the CRF settings for the site including the SDV requirement, Default Version, and Form Submission URL (if using Participate Public URL).

Functional approval by Kate Lambert. Signed on 2024-04-15 3:52PM

Approved for publication by Paul Bowen. Signed on 2024-07-02 12:07AM

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