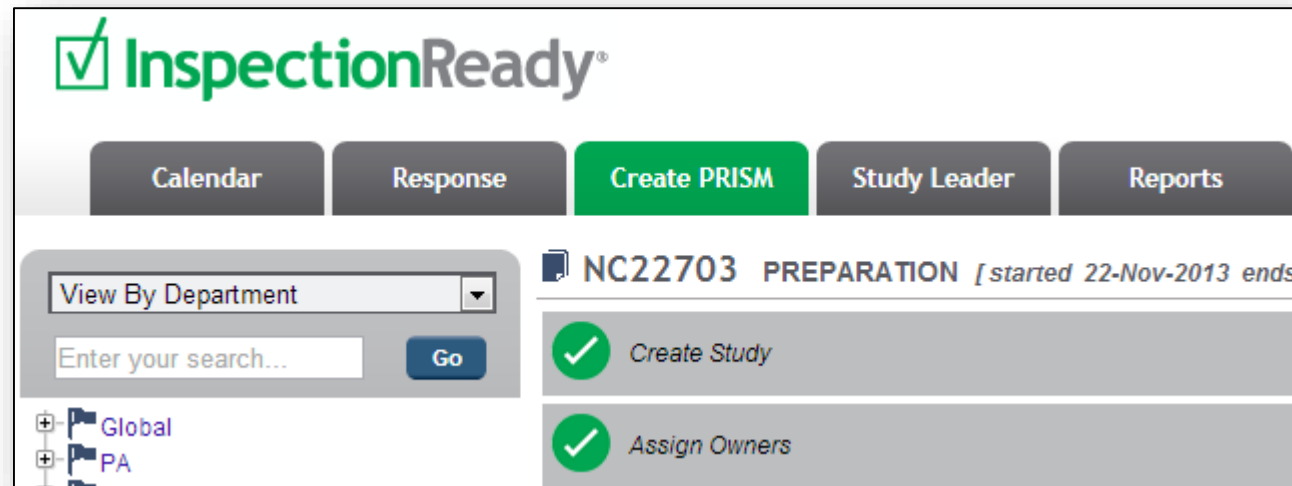


## Create PRISM Tab

### Assign Owners Color Bar

This reference guide is an overview of the **Assign Owners** color bar within the **Create PRISM** tab. The following process steps are covered within this document:

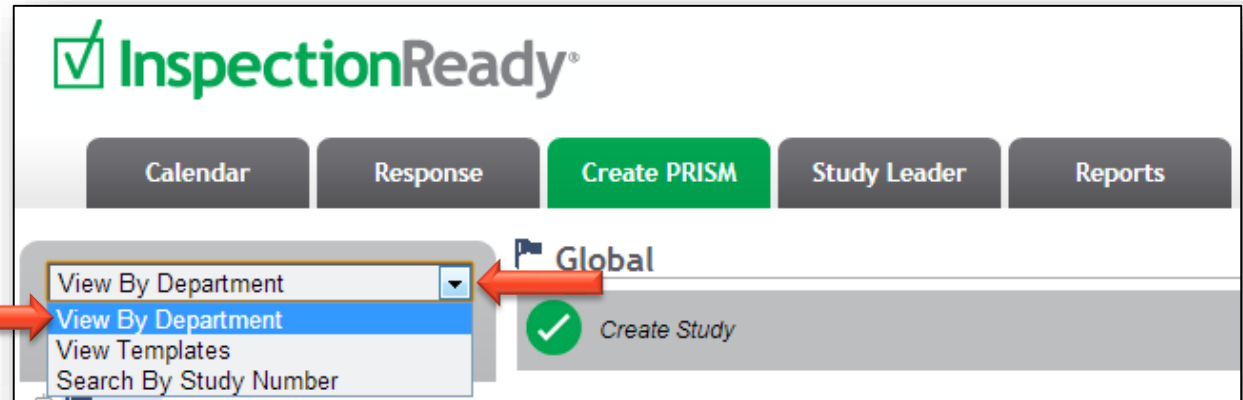
- ✓ Edit accountable roles
- ✓ Edit response owners
- ✓ Apply roles



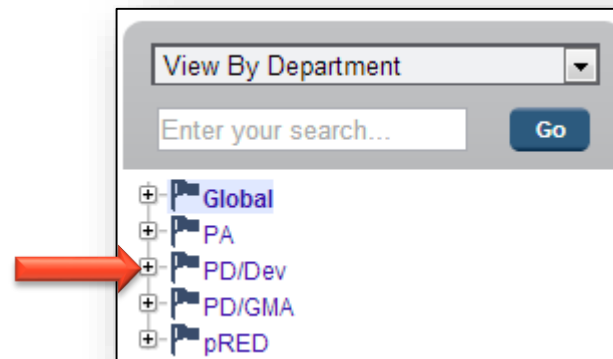
## Edit Accountable Roles

### Edit Accountable Roles

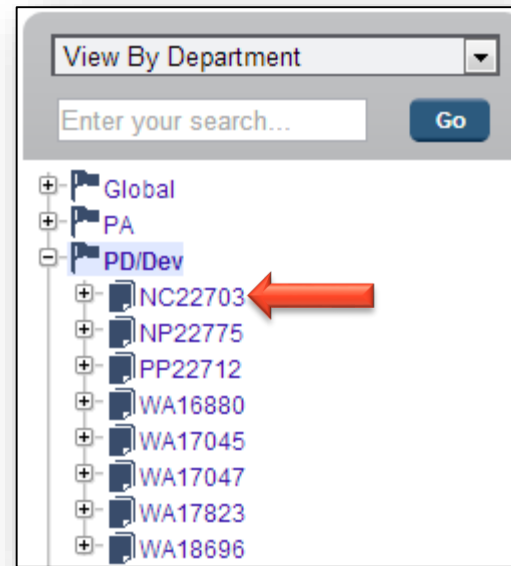
1. Select **View By Department**.



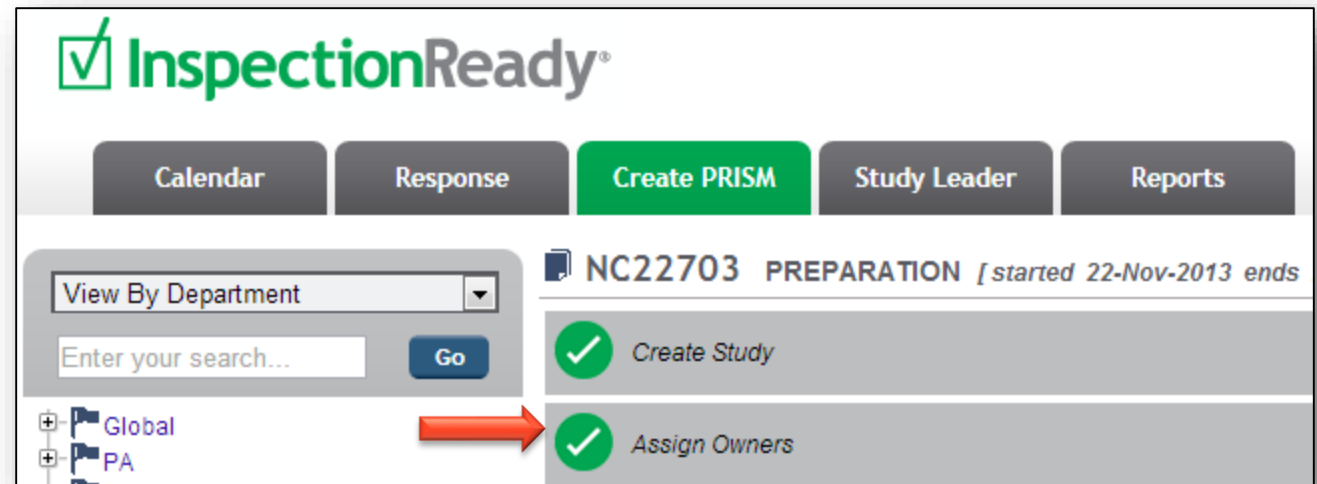
2. Select the **+** icon to list studies within a department.



3. Select the [study](#) to edit accountable roles.



4. Click **Assign Owners**.



5. Click [Edit](#).

Assign Owners [hide] Assign Owners

Feedback | Help | Audit

Accountable Roles

Response Owners

### ACCOUNTABLE ROLES

Accountable Roles	Response Owner
Search <input type="text" value="Role"/>	Search <input type="text" value="Owner"/>
Biostat	Jason Snead <a href="#">Edit</a>
BM	Jared Sol, John Janzen <a href="#">Edit</a>

6. Click [Remove](#) to remove a response owner from an accountable role.

7. Click [Add Employee](#) to add a response owner to an accountable role.

8. Click **Save Changes**.

### EDIT TEAM

Team\* ?

#### TEAM MEMBERS ?

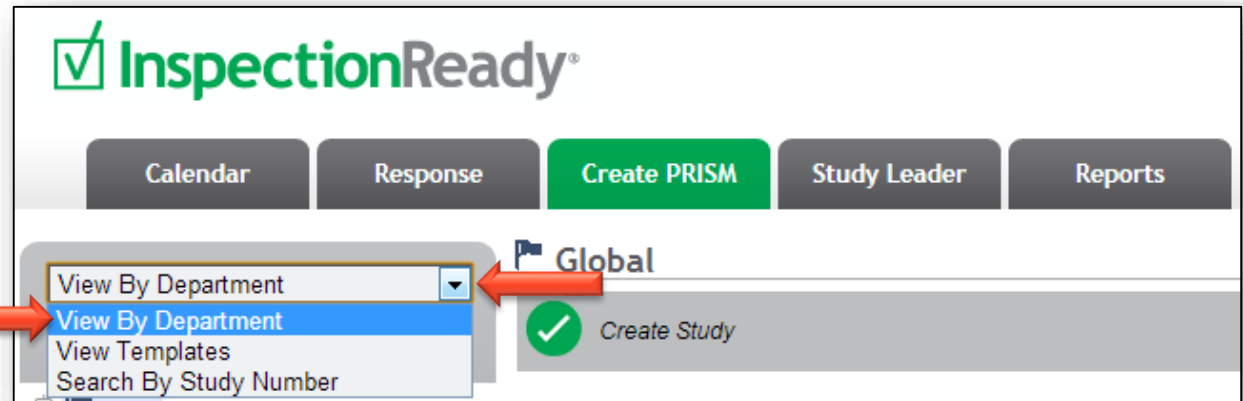
Employee Name	Email Address	Department	<a href="#">Add Employee</a>
Jason Snead	jasons@staffready.com	Global	<a href="#">Remove</a>

**Save Changes**

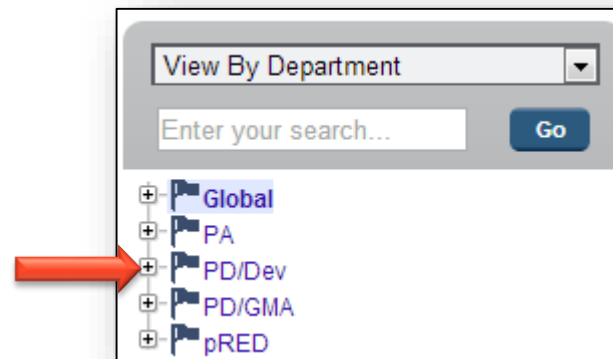
## Edit Accountable Roles

### Edit Accountable Roles

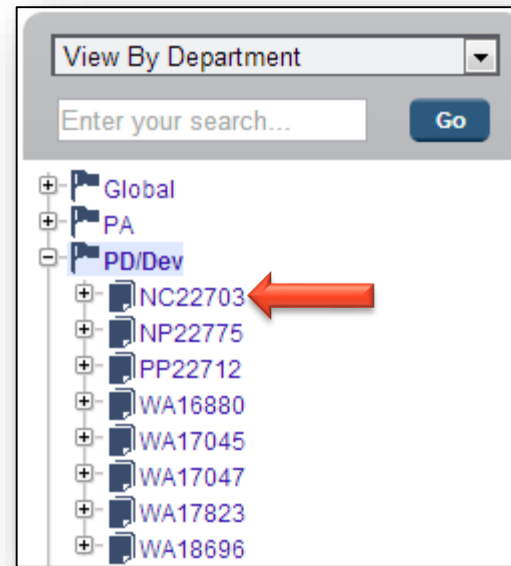
1. Select **View By Department**.



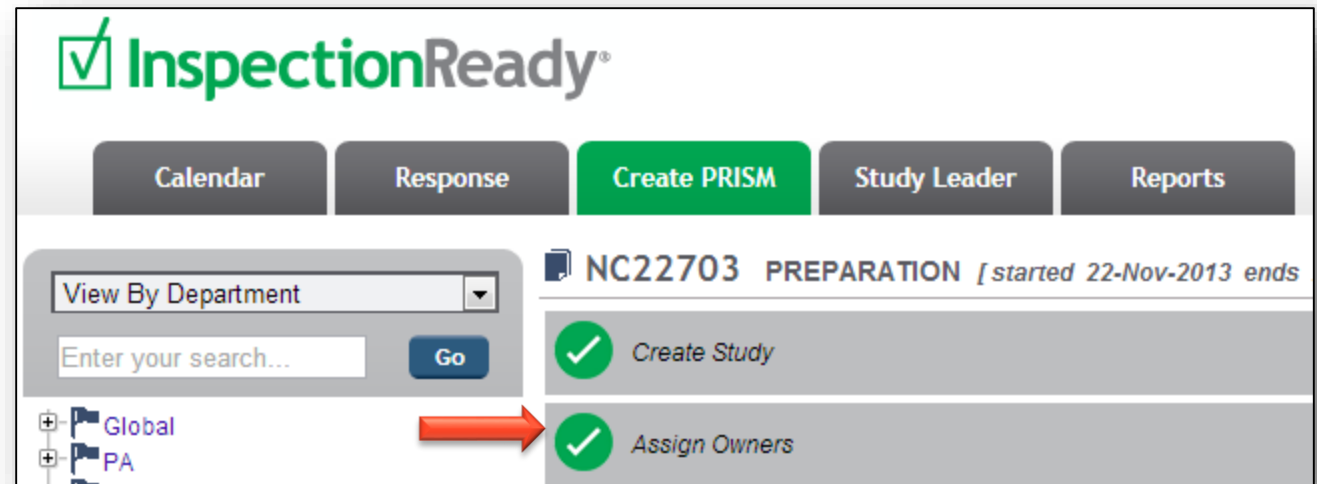
2. Select the **+** icon to list studies within a department.



3. Select the [study](#) to edit accountable roles.



4. Click **Assign Owners**.



5. Click **Response Owners** side tab.

The screenshot shows the 'Assign Owners' interface. At the top left, there is a green checkmark icon and the text 'Assign Owners'. At the top right, there is a '[hide] Assign Owners' link. Below this, there are three links: 'Feedback', 'Help', and 'Audit'. On the left side, there are two tabs: 'Accountable Roles' and 'Response Owners'. The 'Response Owners' tab is highlighted in blue, and a red arrow points to it. The main content area is titled 'RESPONSE OWNERS' and contains a table with the following columns: 'Section', 'Anticipated Inspector Questions / Request for Information', 'Roles', and 'Response Owner'. There are also search and filter controls. The table has one row with the following data: '1', 'I', 'Determine the overall organization of the clinical research activities and monit...', 'CSL, OPL, GSM', and 'Jared Sol, Jason Snead, Jered Myers'. There are 'Apply All Roles' and 'Apply Roles' buttons, and an 'Edit' link.

6. Click [Edit](#).

The screenshot shows the 'Assign Owners' interface, identical to the previous one. However, a red arrow now points to the 'Edit' link at the end of the table row.

7. Click [Remove](#) to remove a response owner.
8. Click [Add Employee](#) to add a response owner.
9. Click **Save Changes**.

**EDIT TEAM** ✕

Team\* ?

**TEAM MEMBERS ?**

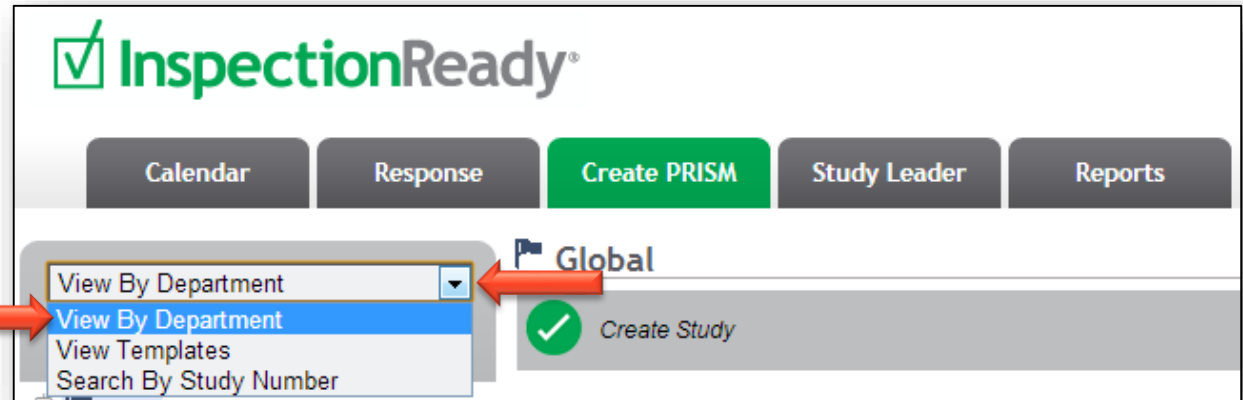
Employee Name	Email Address	Department	<a href="#">Add Employee</a>
Jared Sol	jareds@maplewoodsoftware.com	Global	<a href="#">Remove</a>
Jason Snead	jasons@staffready.com	Global	<a href="#">Remove</a>
Jered Myers	jeredm@maplewoodsoftware.com	Global	<a href="#">Remove</a>

**Save Changes**

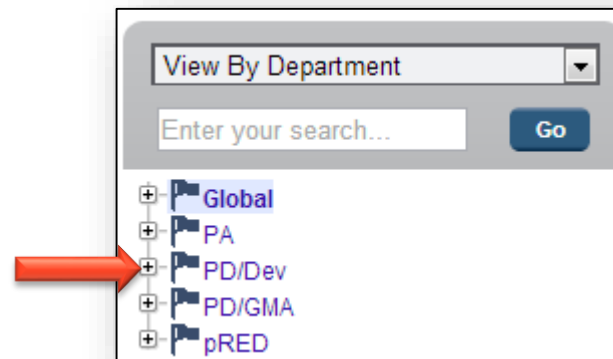
## Apply Roles

### Apply Roles

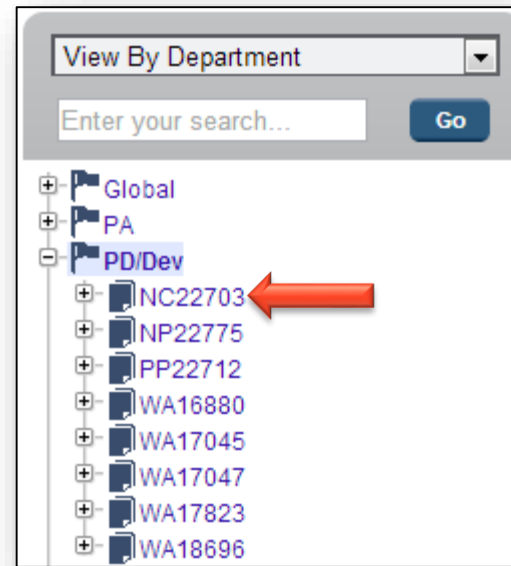
1. Select **View By Department**.



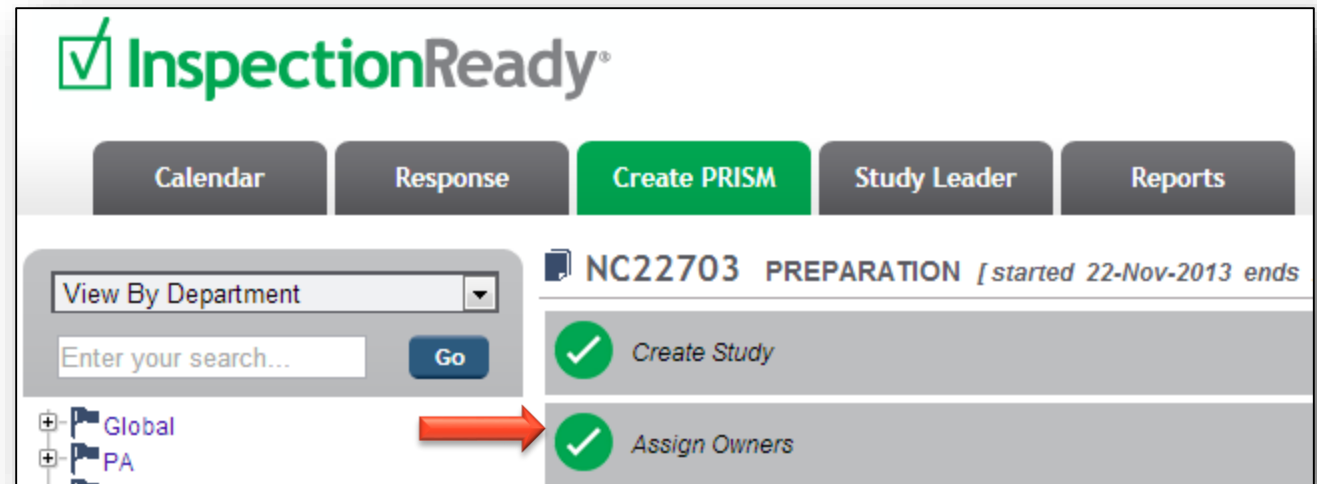
2. Select the **+** icon to list studies within a department.



3. Select the [study](#) to apply roles.



4. Click **Assign Owners**.



5. Click **Response Owners** side tab.

The screenshot shows the 'Assign Owners' interface. At the top left, there is a green checkmark icon and the text 'Assign Owners'. At the top right, there is a '[hide] Assign Owners' link. Below this, there are three links: 'Feedback', 'Help', and 'Audit'. The main content area is titled 'RESPONSE OWNERS'. On the left side, there are two tabs: 'Accountable Roles' and 'Response Owners'. The 'Response Owners' tab is selected, and a red arrow points to it. The main table has columns: 'Section', 'Anticipated Inspector Questions / Request for Information', 'Roles', and 'Response Owner'. There are search and filter controls above the table. The first row of the table is highlighted in light blue and contains the following data: '1' in the 'Section' column, 'Determine the overall organization of the clinical research activities and monit...' in the 'Anticipated Inspector Questions / Request for Information' column, 'CSL, OPL, GSM' in the 'Roles' column, and 'Jared Sol, Jason Sneed, Jered Myers' in the 'Response Owner' column. To the right of the table, there are two buttons: 'Apply All Roles' and 'Apply Roles'. There is also an 'Edit' link next to the 'Apply Roles' button.

6. Click **Apply All Roles** to apply the values from the **Accountable Roles** side tab menu to each question displayed in the **Response Owner** side tab menu.

7. Click **Apply Roles** to only apply roles to an individual question.

**Note:** The **Response Owner** filters, such as **Section** and **Response Owner**, allow the list of displayed questions to be limited to only those questions you would like to apply **Accountable Roles**.

The screenshot shows the 'Assign Owners' interface, similar to the one above. The 'Response Owners' tab is selected. In this screenshot, two red arrows point to the 'Apply All Roles' and 'Apply Roles' buttons. The 'Apply All Roles' button is located to the right of the table header, and the 'Apply Roles' button is located to the right of the first row of the table. The table data is the same as in the previous screenshot.