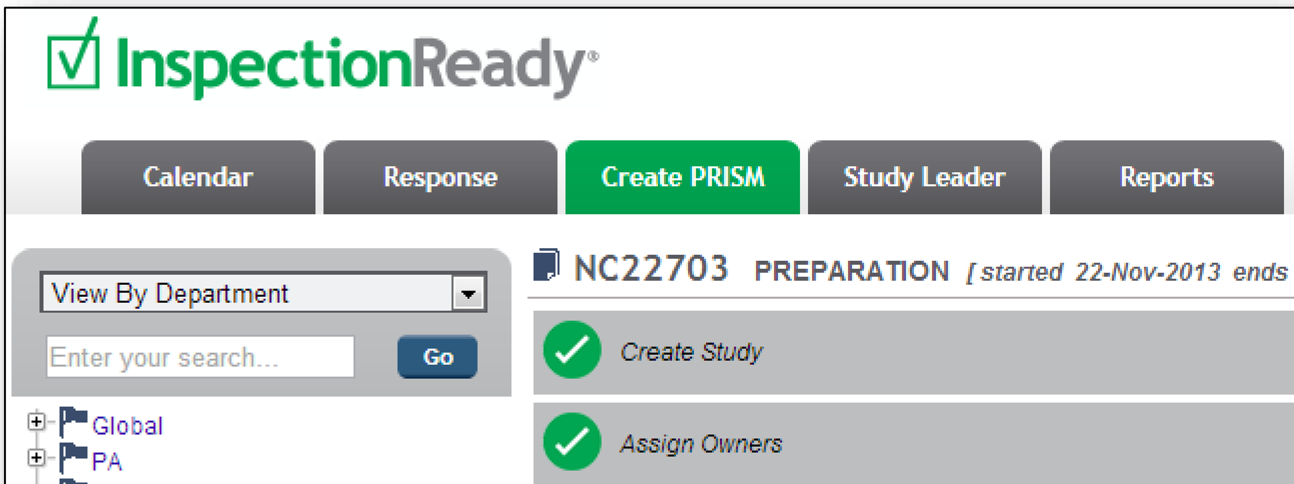
Create PRISM Tab
Assign Owners Color Bar

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:

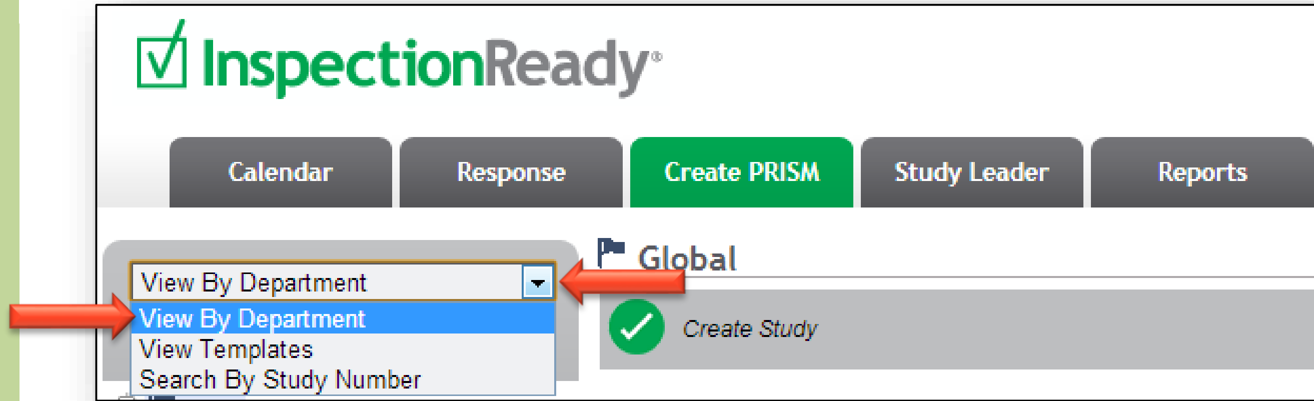
- Edit accountable roles
- Edit response owners
- Apply roles



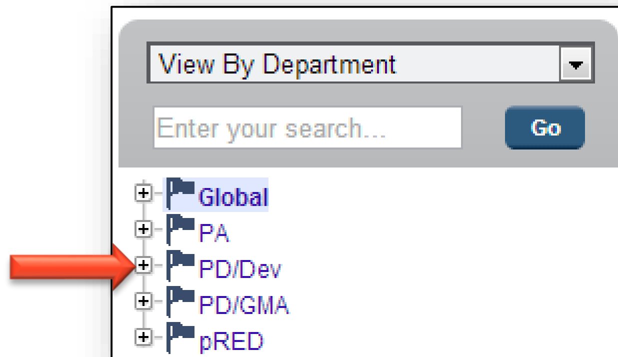
Edit Accountable Roles

Edit Accountable Roles

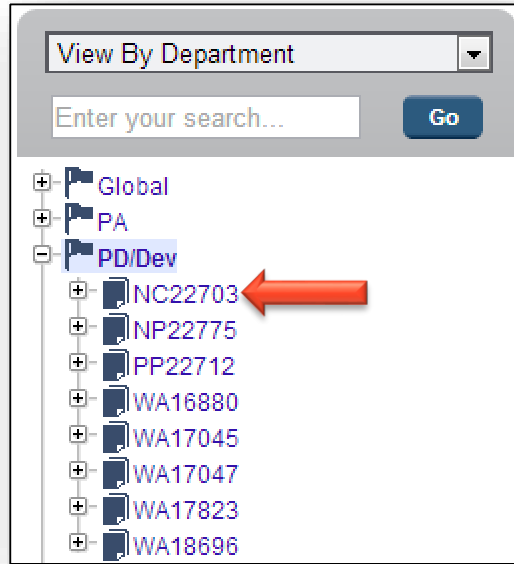
1. Select **View By Department**.



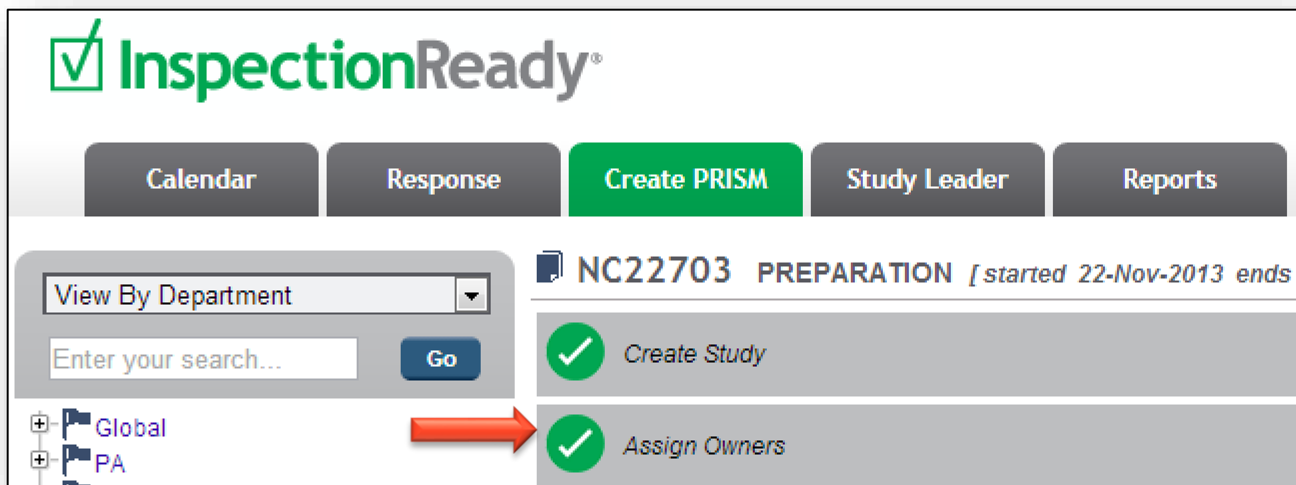
2. Select the ⊞ icon to list studies within a department.



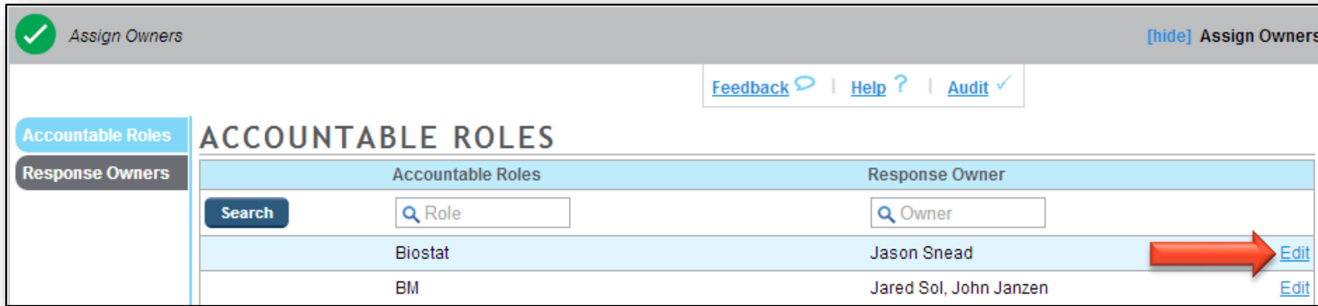
3. Select the study to edit accountable roles.



4. Click **Assign Owners**.



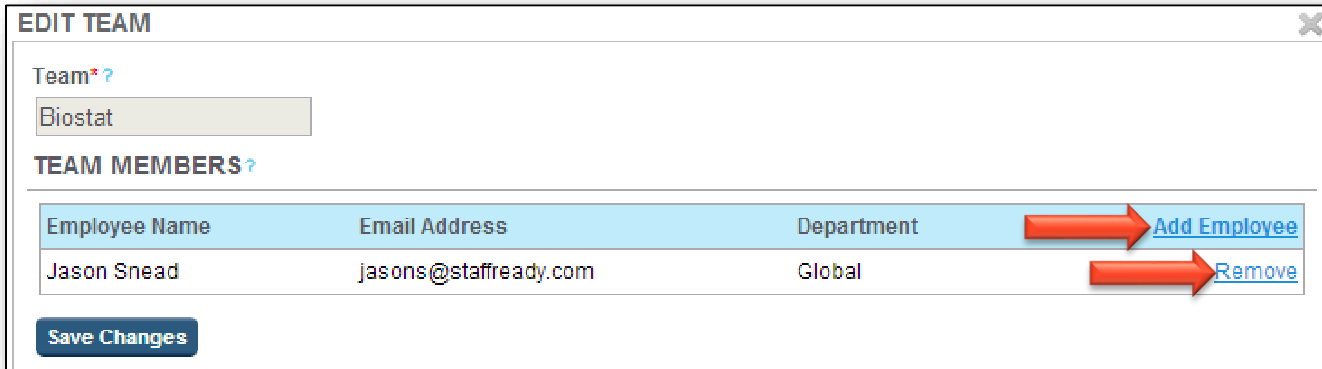
5. Click Edit.



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.

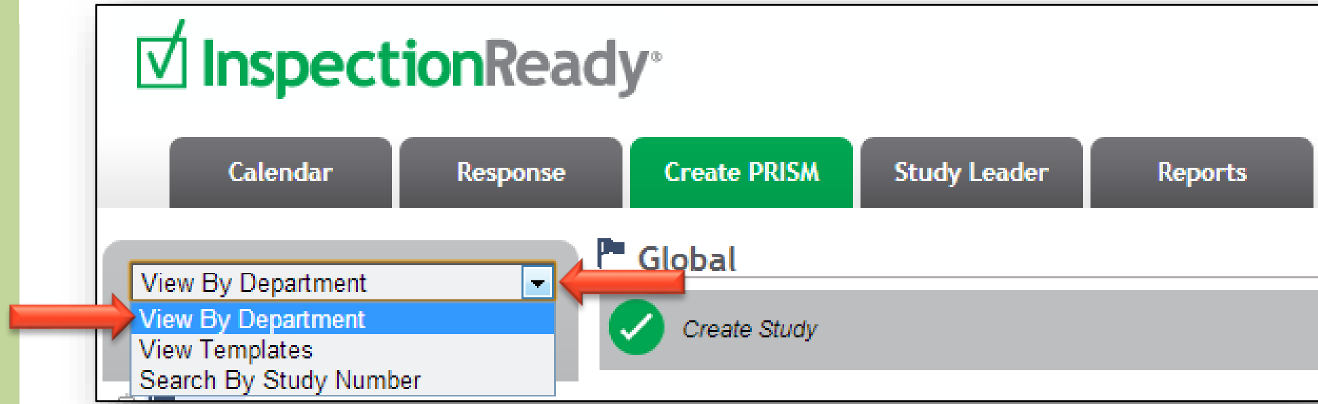
8. Click **Save Changes**.



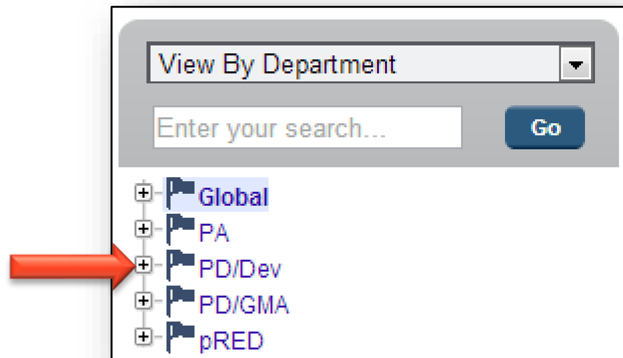
Edit Accountable Roles

Edit Accountable Roles

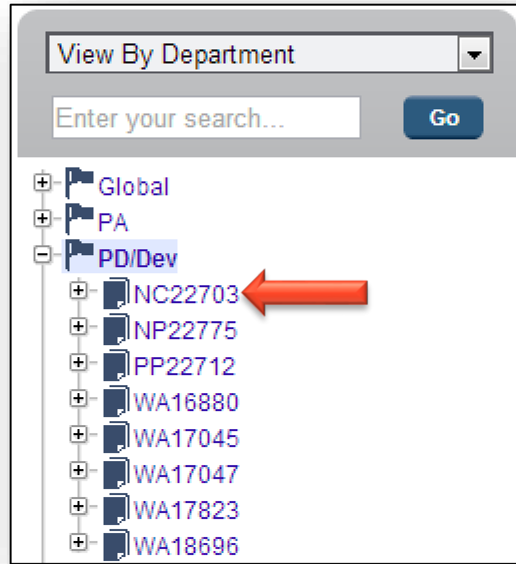
1. Select **View By Department**.



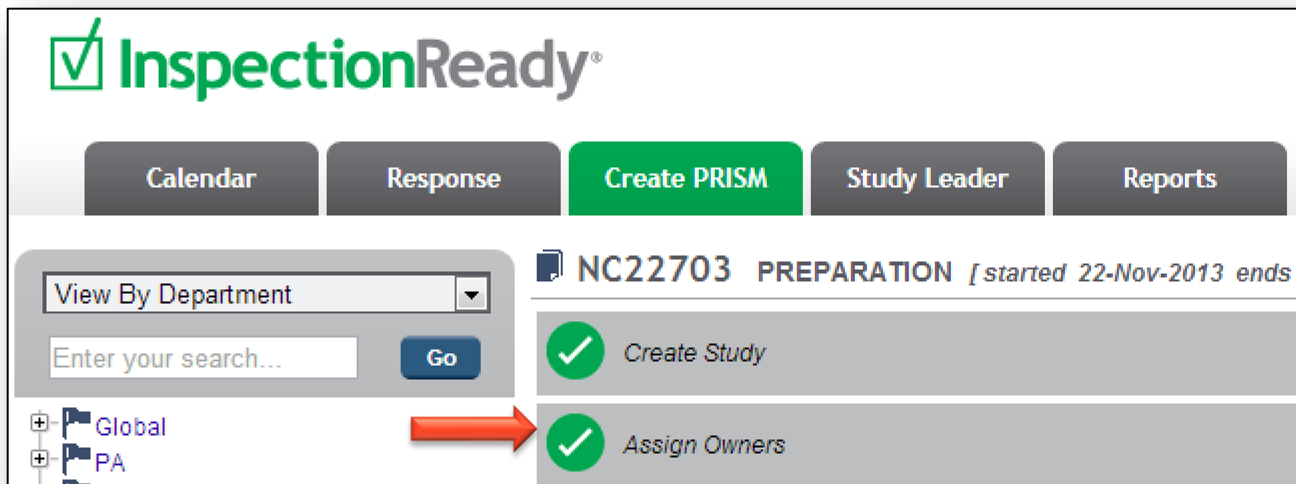
2. Select the ⊞ icon to list studies within a department.



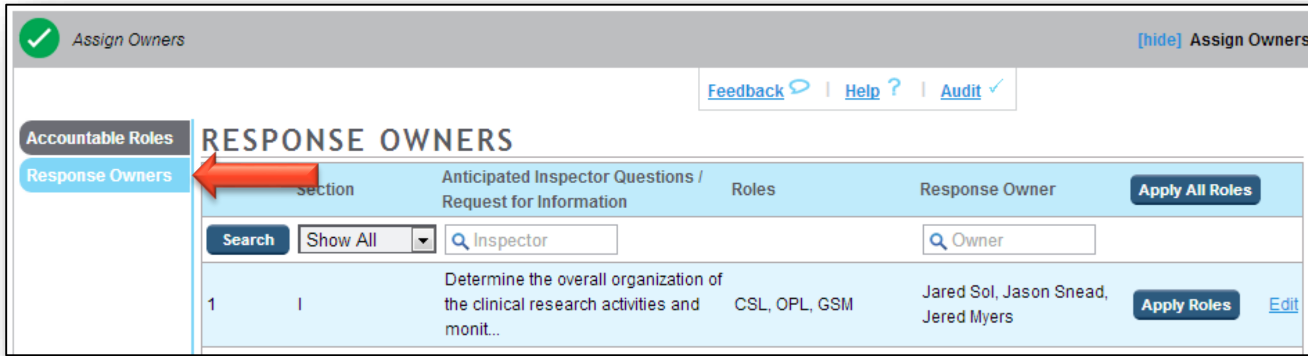
3. Select the study to edit accountable roles.



4. Click **Assign Owners**.



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

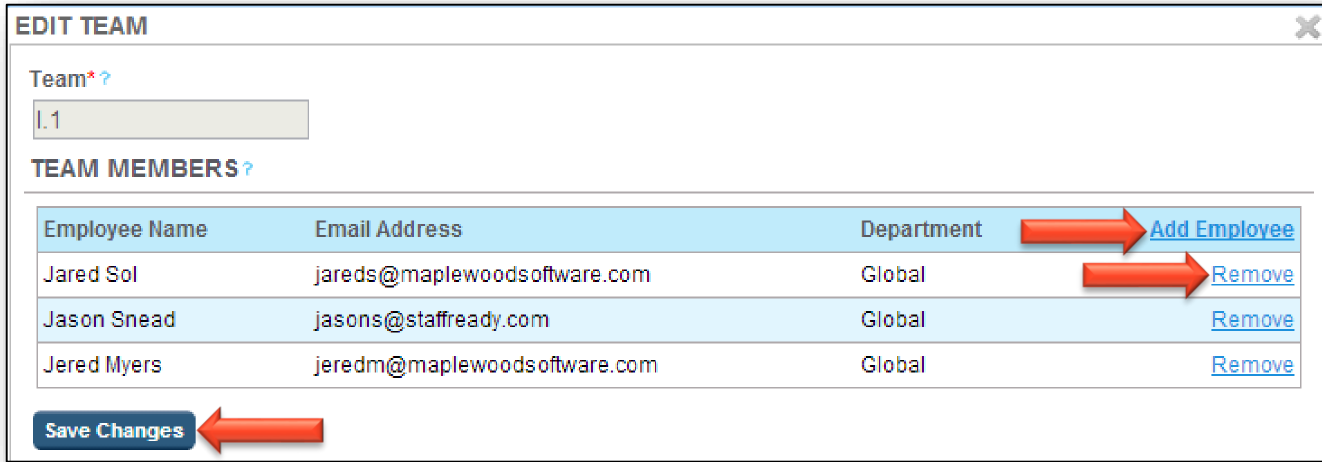


6. Click Edit.

7. Click Remove to remove a response owner.

8. Click Add Employee to add a response owner.

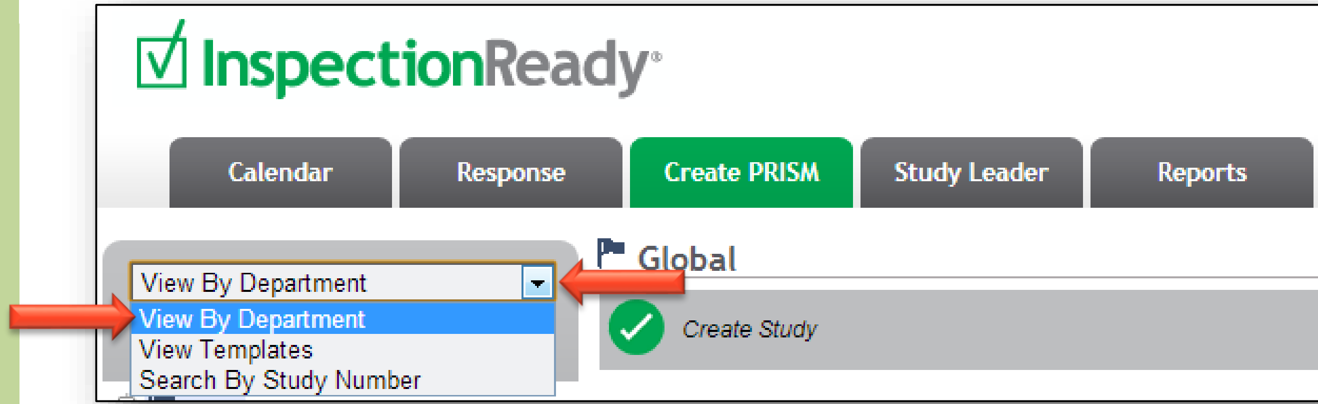
9. Click **Save Changes**.



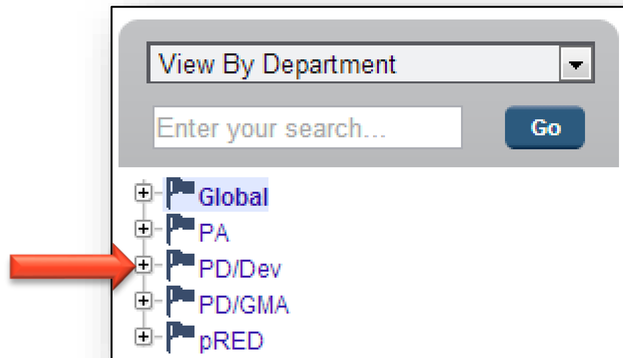
Apply Roles

Apply Roles

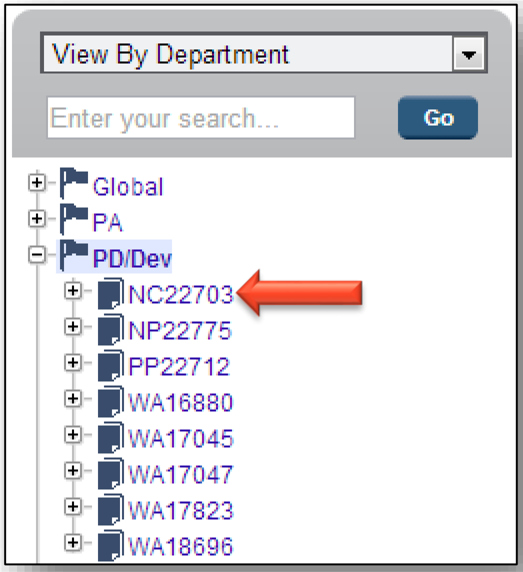
1. Select **View By Department**.



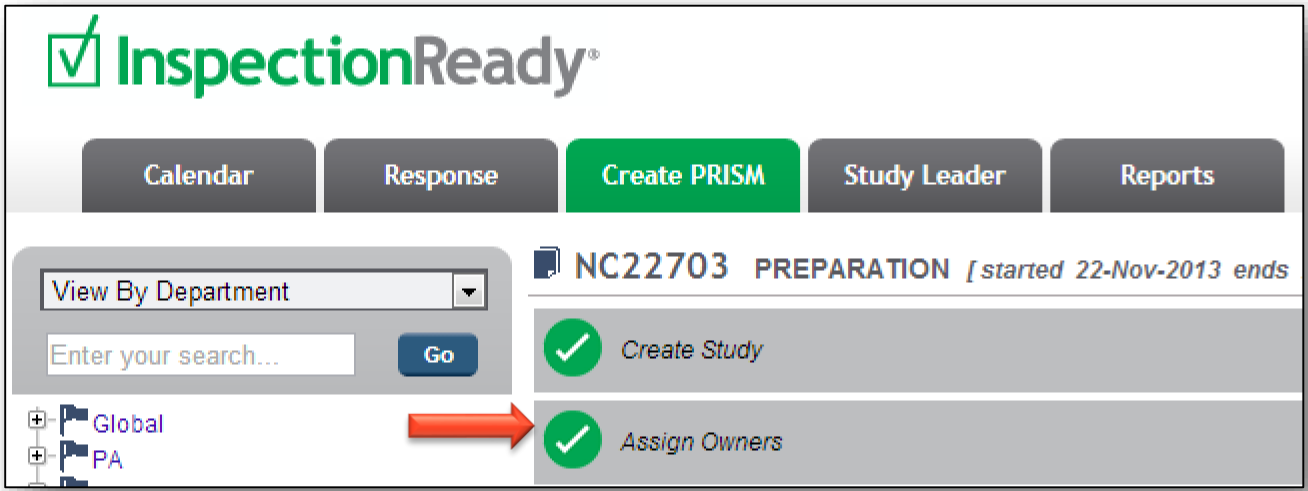
2. Select the ⊞ icon to list studies within a department.



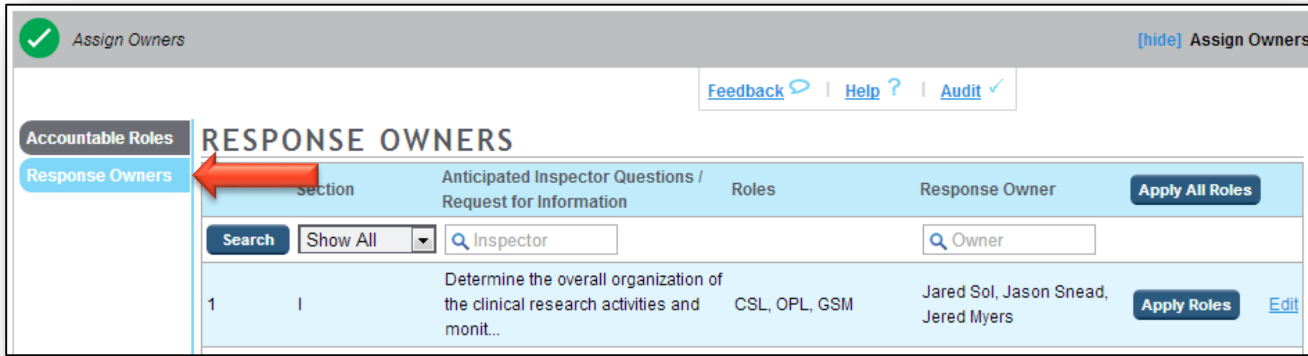
3. Select the study to apply roles.



4. Click **Assign Owners**.



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



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**.