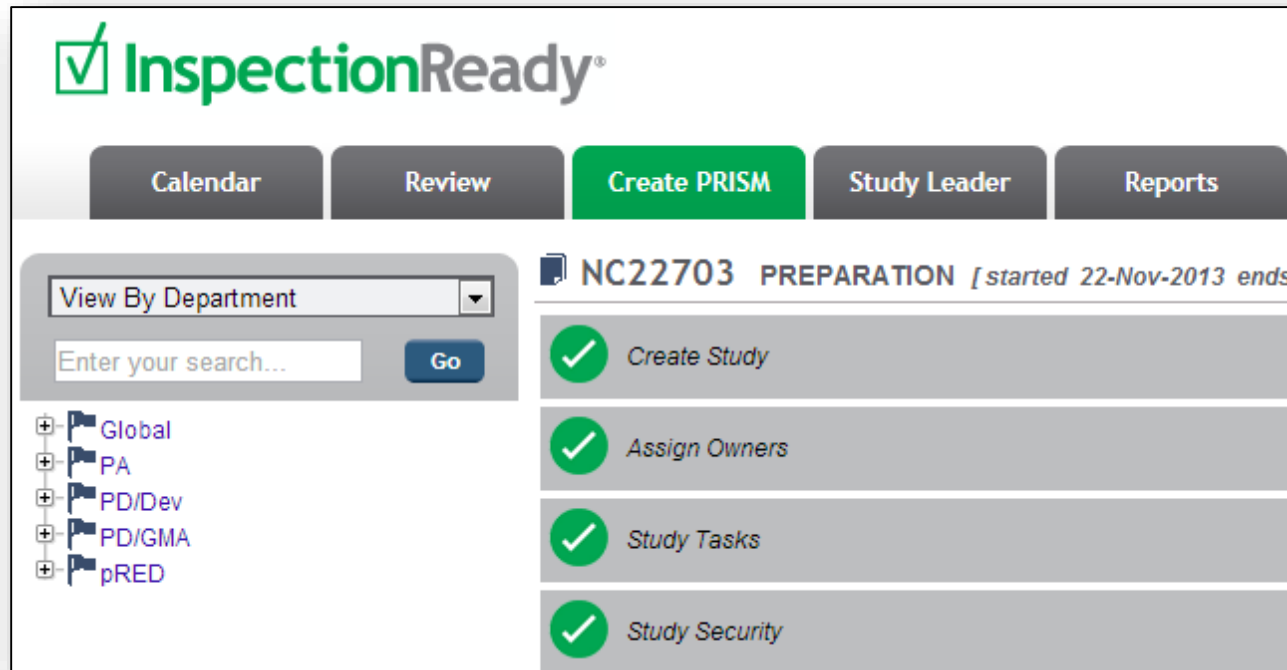


Create PRISM Tab Study Security Color Bar

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

- ✓ Change study leader
- ✓ Add project administrators
- ✓ Remove project administrators

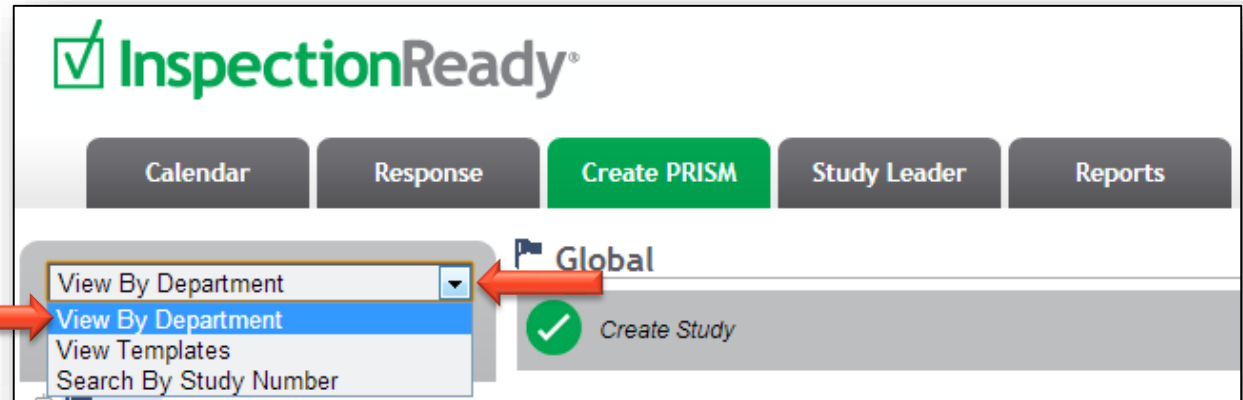


The screenshot displays the InspectionReady web interface. At the top, the logo is visible. Below it, a navigation bar contains five tabs: 'Calendar', 'Review', 'Create PRISM' (highlighted in green), 'Study Leader', and 'Reports'. The main content area shows a search bar with the text 'View By Department' and a dropdown arrow. Below the search bar is a text input field labeled 'Enter your search...' and a 'Go' button. To the left of the search bar is a tree view of departments: Global, PA, PD/Dev, PD/GMA, and pRED. To the right of the search bar, the study title 'NC22703 PREPARATION' is displayed with a date range '[started 22-Nov-2013 ends]'. Below the study title, a vertical list of tasks is shown, each with a green checkmark icon: 'Create Study', 'Assign Owners', 'Study Tasks', and 'Study Security'.

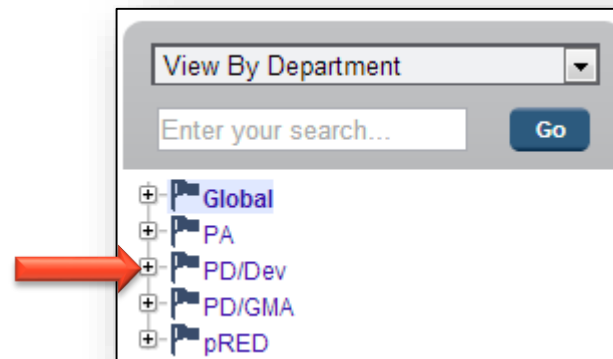
Change Study Leader

Change Study Leader

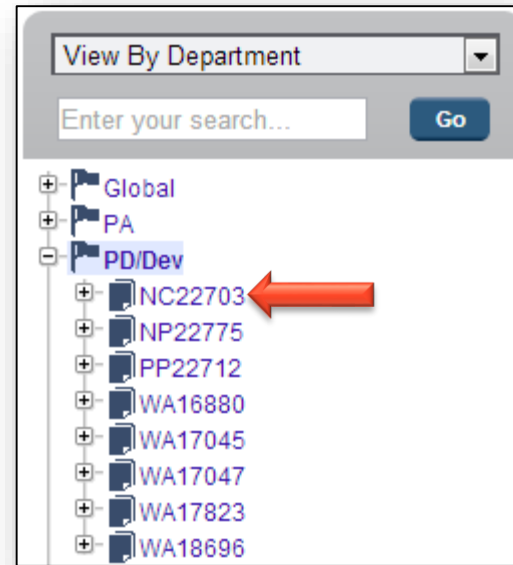
1. Select **View By Department**.



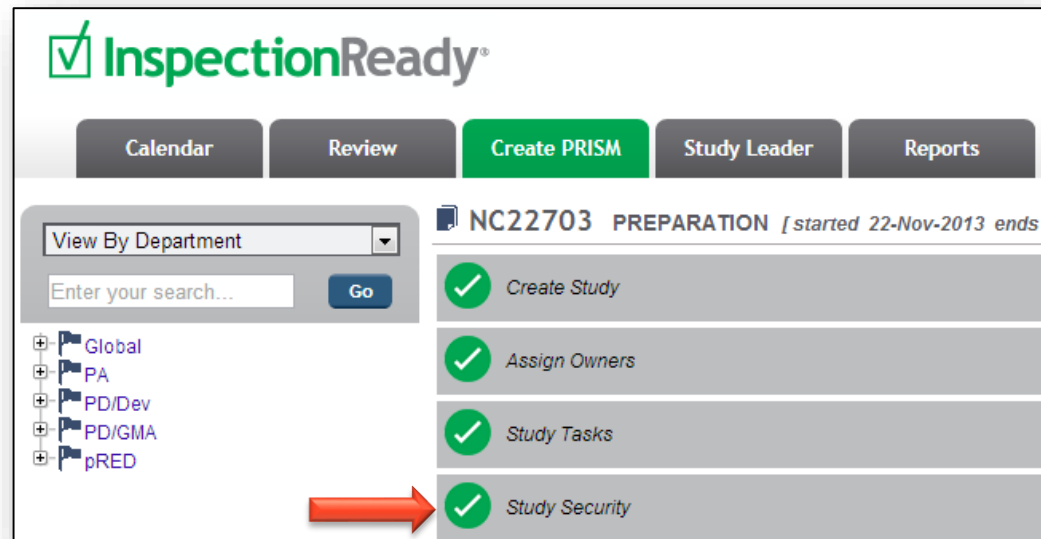
2. Select the **+** icon to list studies within a department.



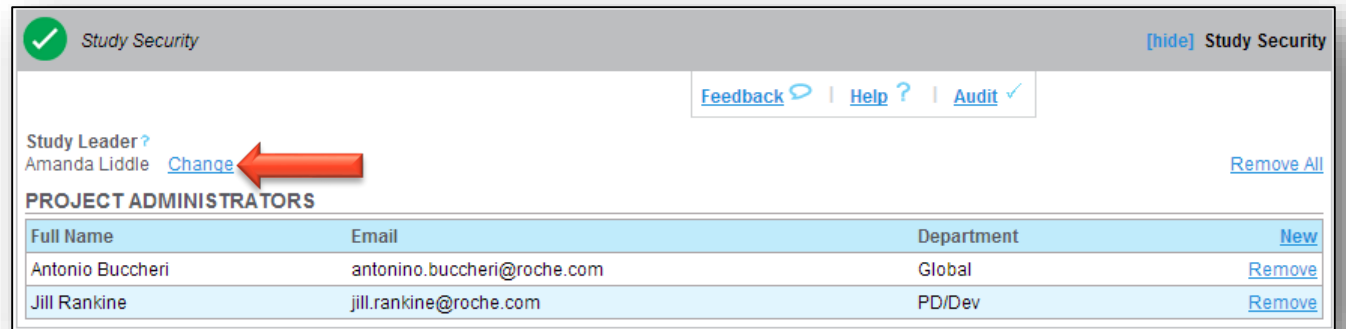
3. Select the [study](#) to change study leader.



4. Click **Study Security**.



5. Click [Change](#).

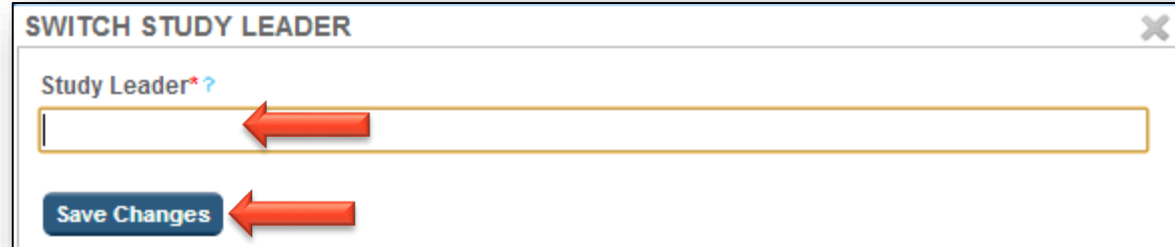


The screenshot shows the 'Study Security' interface. At the top, there is a green checkmark icon and the text 'Study Security'. On the right side, there are links for 'Feedback', 'Help', and 'Audit'. Below this, the 'Study Leader?' section shows 'Amanda Liddle' with a 'Change' link highlighted by a red arrow. To the right of this section is a 'Remove All' link. Below the 'Study Leader?' section is a table titled 'PROJECT ADMINISTRATORS'.

Full Name	Email	Department	New
Antonio Buccheri	antonino.buccheri@roche.com	Global	Remove
Jill Rankine	jill.rankine@roche.com	PD/Dev	Remove

6. Enter the new study leader in the **Study Leader** search field.

7. Click **Save Changes**.

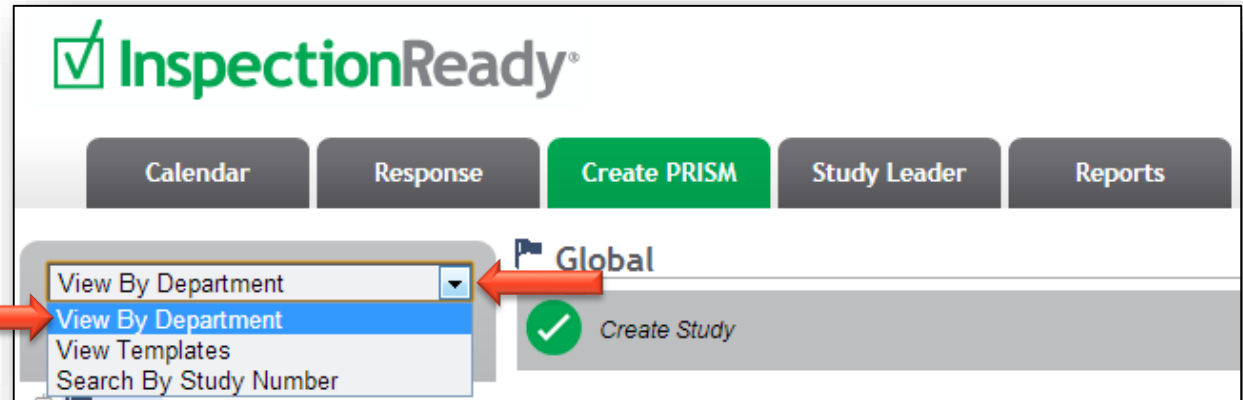


The screenshot shows a dialog box titled 'SWITCH STUDY LEADER'. It contains a search field labeled 'Study Leader*' with a red arrow pointing to it. Below the search field is a 'Save Changes' button, also with a red arrow pointing to it.

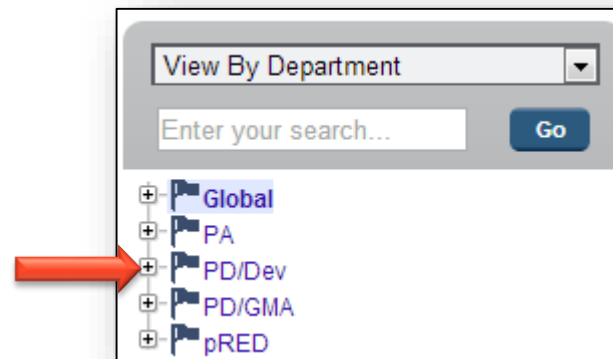
Add Project Administrators

Add Project Administrators

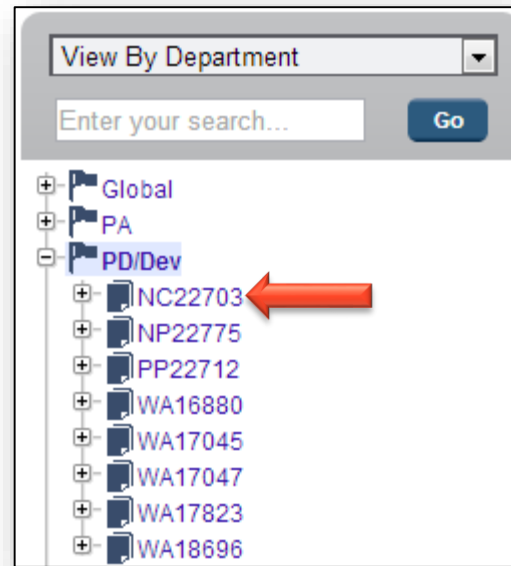
1. Select **View By Department**.



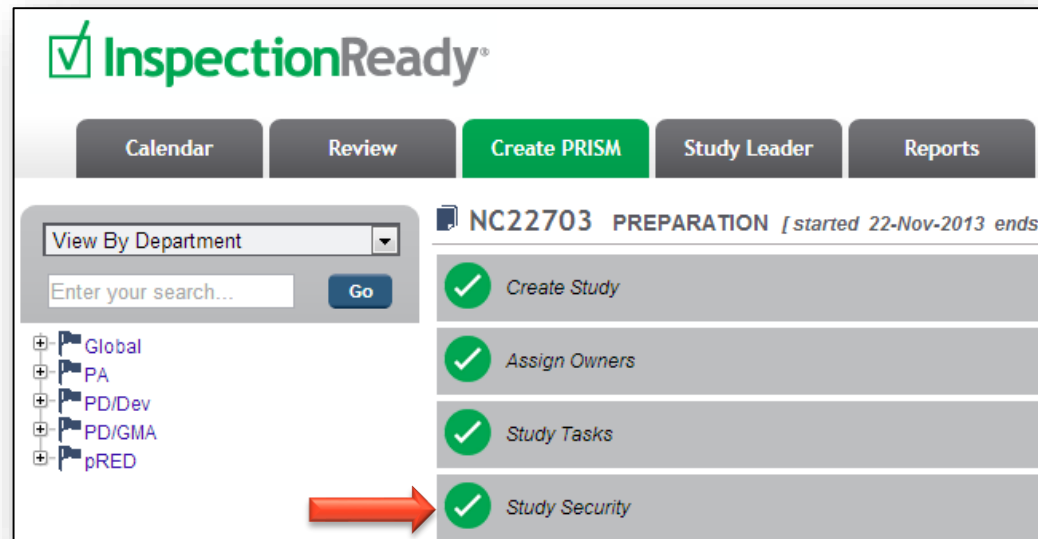
2. Select the **+** icon to list studies within a department.



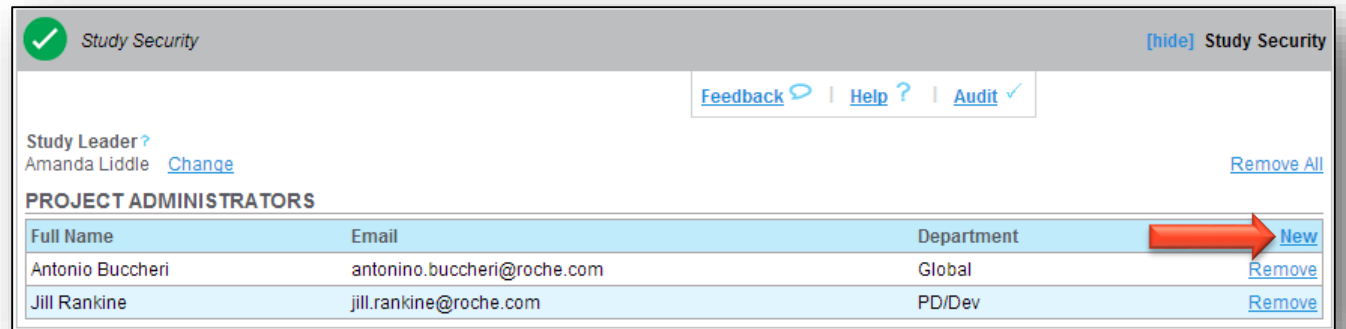
3. Select the **study** to add project administrators.



4. Click **Study Security**.



5. Click [New](#).




The screenshot shows the 'Study Security' interface. At the top, there is a green checkmark icon and the text 'Study Security'. On the right, there is a '[hide] Study Security' link. Below this, there are links for 'Feedback', 'Help', and 'Audit'. The 'Study Leader?' section shows 'Amanda Liddle' with a 'Change' link and a 'Remove All' link. The 'PROJECT ADMINISTRATORS' section contains a table with the following data:

Full Name	Email	Department	
Antonio Buccheri	antonino.buccheri@roche.com	Global	New Remove
Jill Rankine	jill.rankine@roche.com	PD/Dev	Remove

A red arrow points to the 'New' link in the first row of the table.

6. Enter the new project administrator in the **Employee** search field.



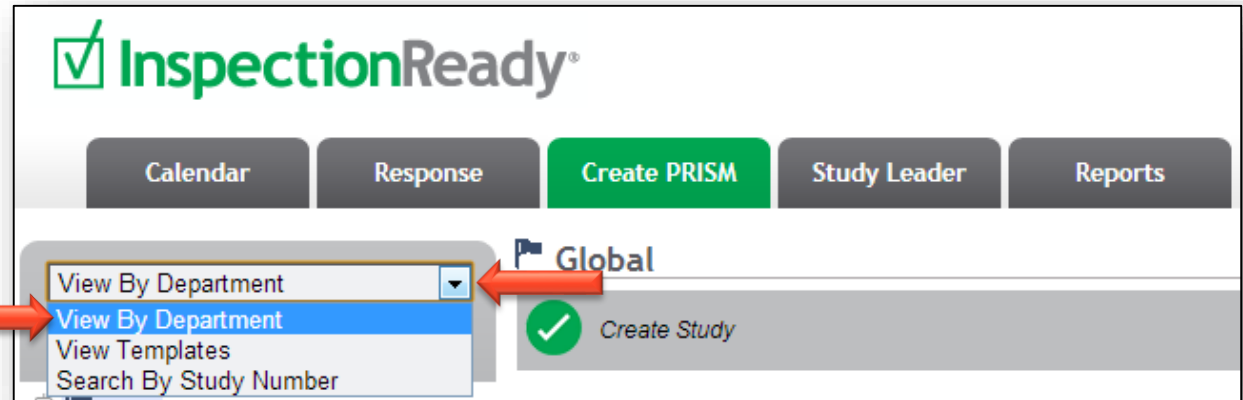
The screenshot shows the 'ADD PROJECT ADMINISTRATOR' dialog box. It has a title bar with a close button (X). Below the title bar, there is a label 'Employee*?' followed by a text input field. A red arrow points to the input field. Below the input field, there is a 'Save Changes' button. A red arrow points to the 'Save Changes' button.

7. Click **Save Changes**.

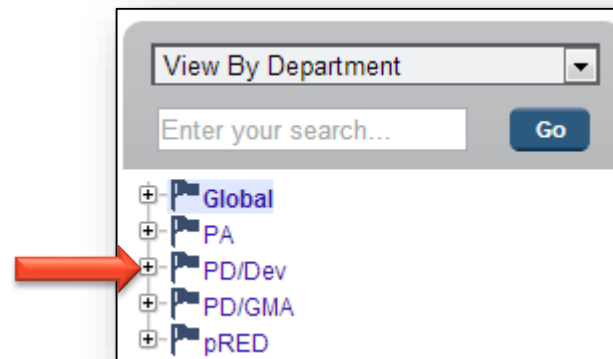
Remove Project Administrators

Remove Project Administrators

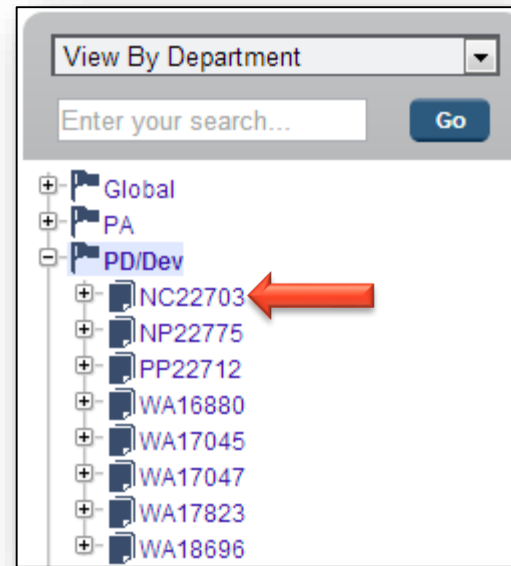
1. Select **View By Department**.



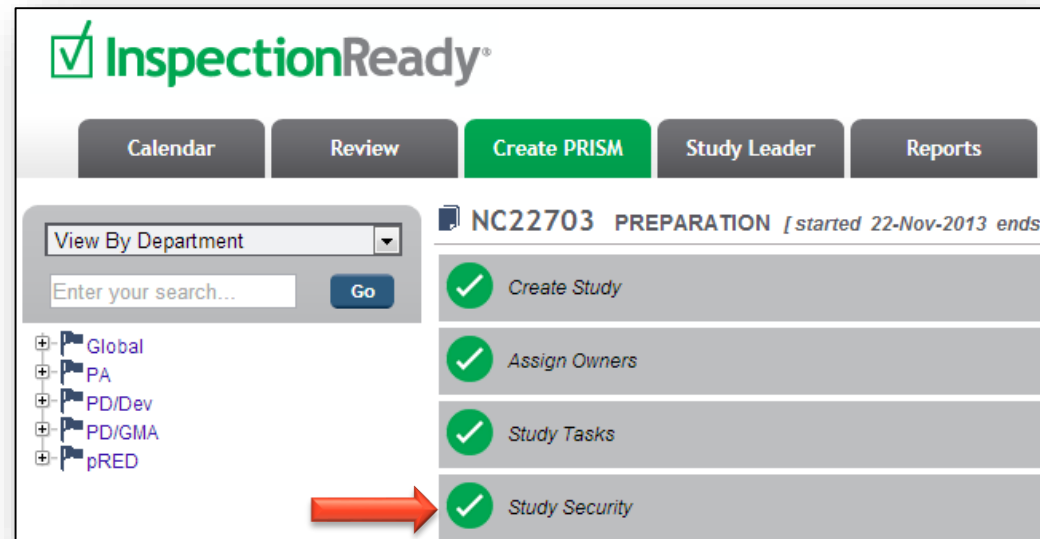
2. Select the **+** icon to list studies within a department.



3. Select the [study](#) to remove project administrators.



4. Click **Study Security**.



5. Click [Remove](#) to remove a project administrator.

6. Click [Remove All](#) to remove all project administrators.

The screenshot shows the 'Study Security' interface. At the top, there is a header with a green checkmark icon, the text 'Study Security', and a '[hide] Study Security' link. Below the header, there are three links: 'Feedback' with a speech bubble icon, 'Help' with a question mark icon, and 'Audit' with a checkmark icon. The main content area is titled 'Study Leader?' and shows 'Amanda Liddle' with a 'Change' link. To the right of this section is a red arrow pointing to a 'Remove All' link. Below this is a section titled 'PROJECT ADMINISTRATORS' containing a table with three columns: 'Full Name', 'Email', and 'Department'. The table has two rows of data. The first row is for Antonio Buccheri (antonino.buccheri@roche.com, Global) and the second row is for Jill Rankine (jill.rankine@roche.com, PD/Dev). Each row has a 'Remove' link at the end, with a red arrow pointing to the 'Remove' link for Antonio Buccheri. There is also a 'New' link at the end of the table header.

Full Name	Email	Department	New
Antonio Buccheri	antonino.buccheri@roche.com	Global	Remove
Jill Rankine	jill.rankine@roche.com	PD/Dev	Remove