Rename your Study or Site

Business Administrators or user accounts with TMF Edit Study Site Details permissions can rename their study or site at any time. Renaming automatically updates the CTMS data in the background.

Important: You must update your external CTMS system to prevent conflicts upon future CTMS imports.

To rename your study :

1. Go to your study homepage and click the **Study Actions** icon.
2. Click **Rename Study**.
3. In the Rename Study dialog window, enter your new study name.

Note: The Update CTMS Data checkbox is automatically selected. If you deselect the checkbox, and the new study name does not exist in our internal CTMS data, the process will fail.

4. Click **Save**.
5. In the final confirmation dialog box, click **OK**.

To rename your site :

1. Go to your study homepage and click the **Site** icon.
2. In your Study Sites window, select your site.
3. Click the Site Details **Actions** icon, then select **Edit Site Details.**
4. Enter the ID in **New Site ID**, then click **Save**.
5. In the final confirmation dialog box, click **OK**.