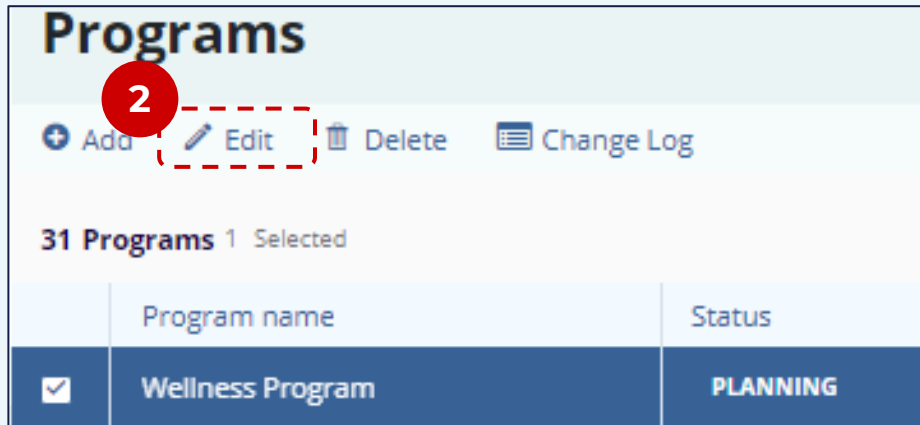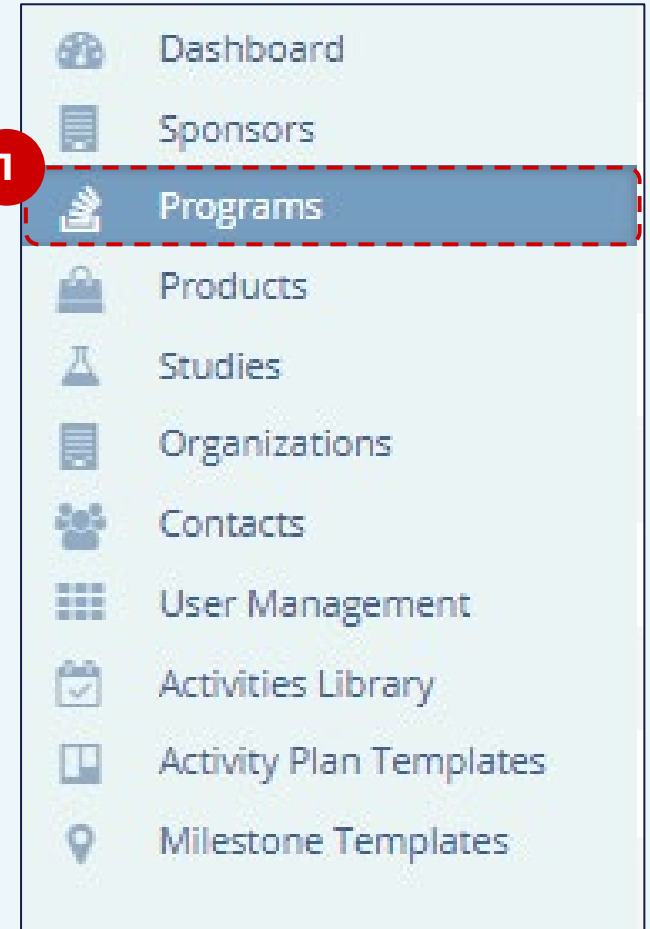# How to Edit a Program

CTMS version 2.1

APPLICABLE TO:
- ● Company Admin
- ● Study Manager
- ○ CRA

1 Log into the CTMS and click on **Programs** from the menu on the left.

2 Select a Program from the list shown and then click **Edit.**

Programs

⊕ Add   ✎ Edit   🗑 Delete   ▦ Change Log

31 Programs 1 Selected

	Program name	Status
☑	Wellness Program	**PLANNING**

Menu:
- Dashboard
- Sponsors
- Programs
- Products
- Studies
- Organizations
- Contacts
- User Management
- Activities Library
- Activity Plan Templates
- Milestone Templates

3 Make the necessary edits, then click **Save** when finished.

☆ **Wellness Program**   PLANNING

● Save ⟲ Cancel ⌃ Collapse All ▦ Change Log   ⟳ Edit History

Program Information   −

Number*: 1234
Program Name*: Wellness Program
Notes: ≡ ≡ ≡ B I U S

Sponsor*: 📄 Morvarty   APPROVED

Description

Project Management   −

Status: Planning
Status Date: 22 Mar 2021
Change Status
Status Notes

⟳ Status History

Planning Information   −

Number of Planned Studies: 0
Number of Planned Countries: 0
Number of Planned Sites: 0
Number of Planned Subjects: 0