# How to Edit Site Details

**CTMS version 3.0**

**TRIAL INTERACTIVE**

**APPLICABLE TO:**

- ● Company Admin
- ● Study Manager
- ● CRA

**1** Navigate to the site whose details need to be edited.

**2** Select **Site Details** from the menu at the left side of the screen.

**2**
- Dashboard
- **Site Details**
- Milestones
- Site Visits
- Subjects
- Subject Visits
- Organizations
- Contacts
- Team
- Activities
- Activity Plans

**3** Click **Edit** in the menu bar at the top of the screen.

**Vimes T001**
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**3**
✏ Edit  ⏶ Collapse All

**4** Make any necessary changes.

**5** Press **Save**.

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**5**
✔ Save  ↺ Cancel  ⏶ Collapse All