

# How to Edit a Contact

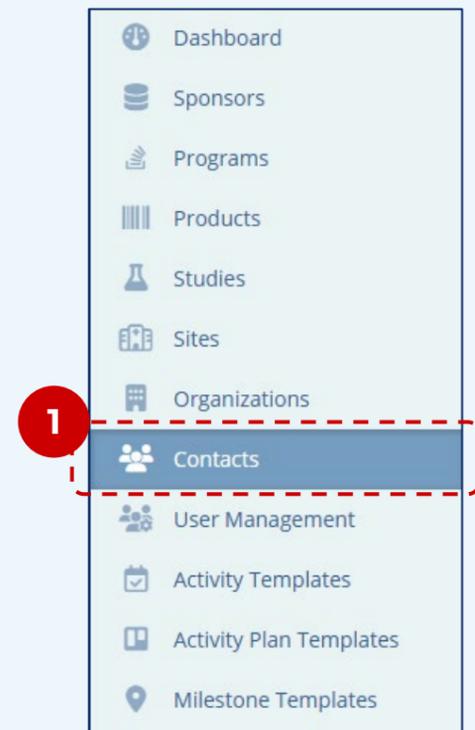
CTMS version 3.0

## APPLICABLE TO:

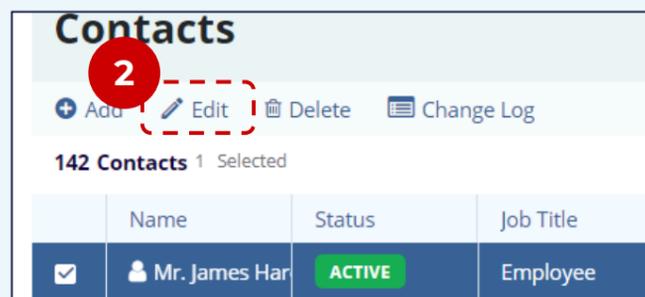
- Company Admin
- Study Manager
- CRA

**Note:** This process may be carried out from multiple locations (Global Contacts, Organization Contacts, Study Contacts, etc.) but the process remains the same.

**1** Log into the CTMS, navigate to the appropriate entity (Organization, site, etc.) and click on **Contacts** from the menu on the left.



**2** Select a Contact, then click **Edit**.



**3** Make any necessary changes, then click **Save** when finished, or **Save & Next** to edit another contact.

