How to Edit an Organization

CTMS version 3.0
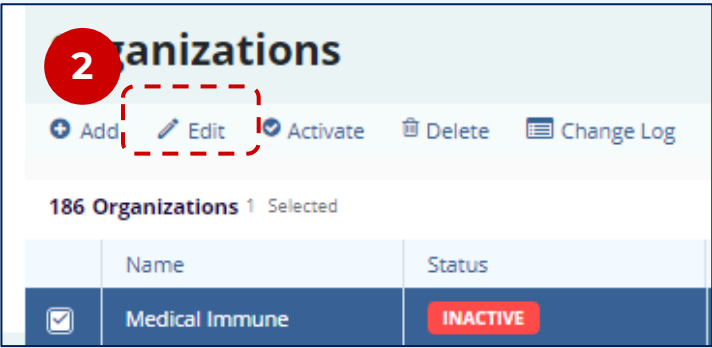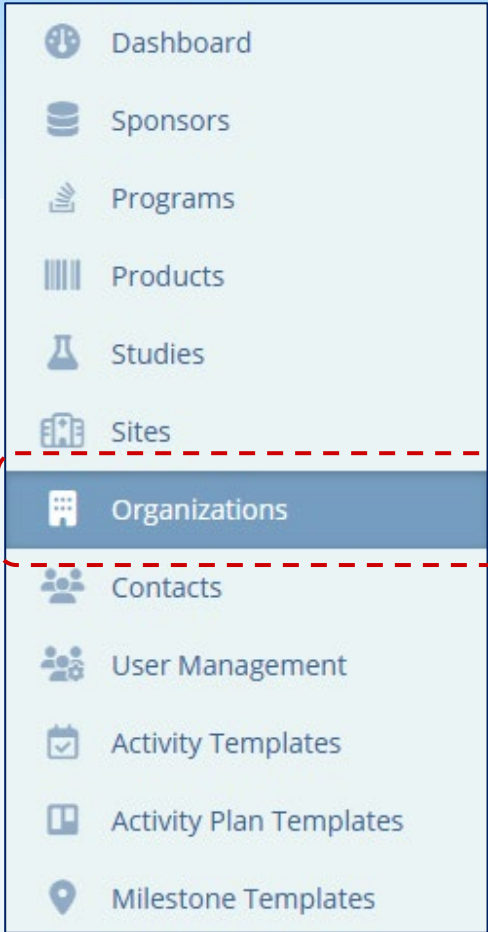
TRIAL INTERACTIVE

APPLICATABLE TO:

- Company Admin
- Study Manager
- CRA

1 Log into the CTMS and click on **Organizations** on the left.

2 Select an organization from the list shown and then click **Edit** in the menu bar above the list. This allows the user to edit the organization's information in the quck-view panel at the right side of the screen.

Alternately, you could click on the *name* of the organization to be taken to the organization's page and then click **Edit** to edit on there instead.

3 Make any necessary changes and then click **Save**.