

# How to Edit an Organization

CTMS version 3.0

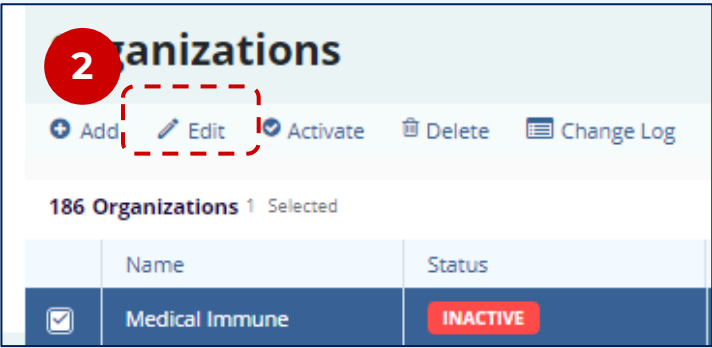
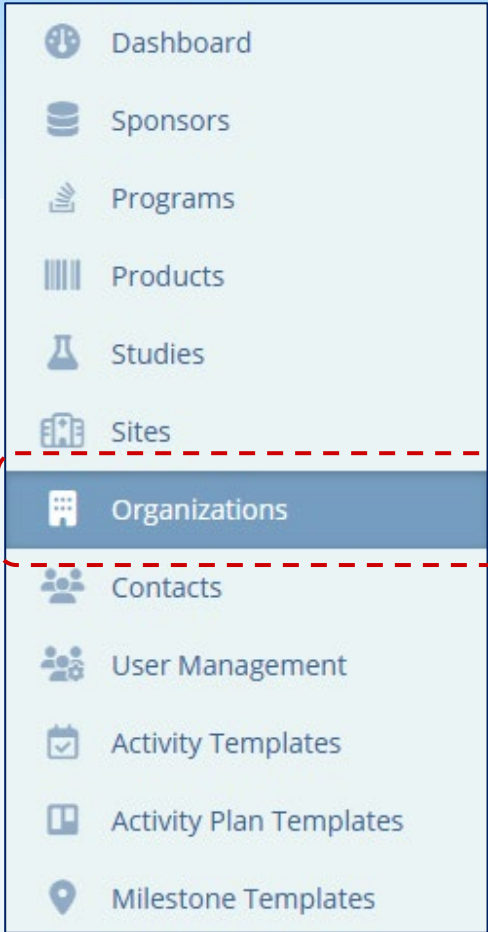
- APPLICABLE TO:
- Company Admin
  - Study Manager
  - CRA

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 quick-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**.

A screenshot of the 'Organization Information' form in the CTMS. The form is for the organization 'Medical Immune', which is 'INACTIVE' and has a date of '03 Mar 2021'. The form fields include: Number (#68989234), Status (Inactive), Name (Medical Immune), Parent (AAA Clinic), Type (Sponsor), Subtype (Local), and Description (Vaccine manufacturer, covid.). There is a 'Notes' section with a text area and a 'Primary Sponsor' field. At the bottom of the form are three buttons: Cancel, Save (highlighted with a red dashed box and a red circle with the number 3), and Save & Next.