How to Edit Site Details

CTMS version 3.1

TRIAL INTERACTIVE

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

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

🕸	Dashboard
2 ℹ	**Site Details**
📍	Milestones
💼	Site Visits
👤	Subjects
📇	Subject Visits
🏢	Organizations
👥	Contacts
👤	Team
📅	Activities
📖	Activity Plans

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

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

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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
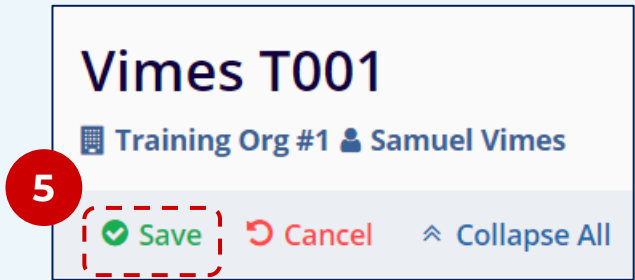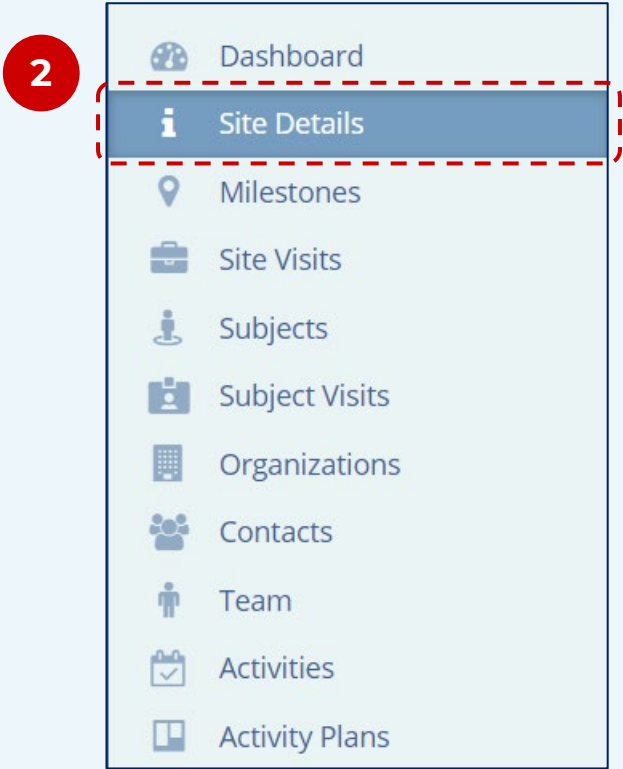
Keeping information such as Site Addresses, Status, and Informed Consents up to date is critical to the ability of users to perform necessary functions and to report on information accurately.

Depending upon access rights and configuration, multiple types of users may have access to edit site details. Whether this is the purvue of the CRA, the Study Manager, or another role will be up to your interal procedures.

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