How to Edit Study Country Information

CTMS version 3.1

TRIAL INTERACTIVE

APPLICABLE TO:
- Company Admin
- Study Manager
- CRA

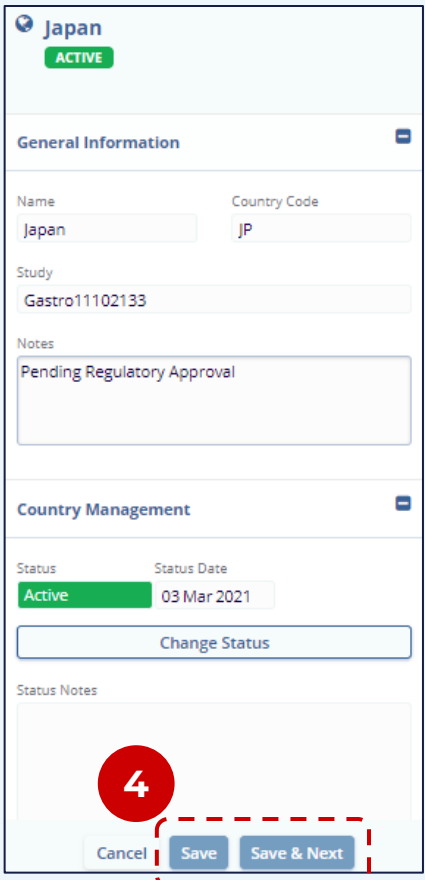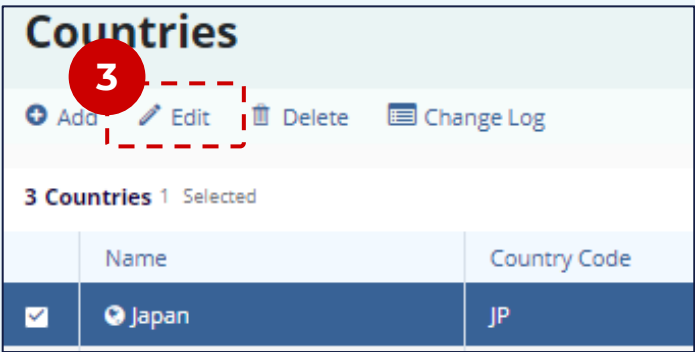**1** Log into the CTMS and navigate to the study in which the country is located.

2 Click on **Countries** in the navigation links at the left side of the screen.

ℹ️	Study Details
🎡	Dashboard
📍	Milestones
🌐	Countries
🗒️	Sites
👤	Subjects
🗄️	Organizations
👥	Contacts
🧍	Team
📅	Activities
📖	Activity Plans
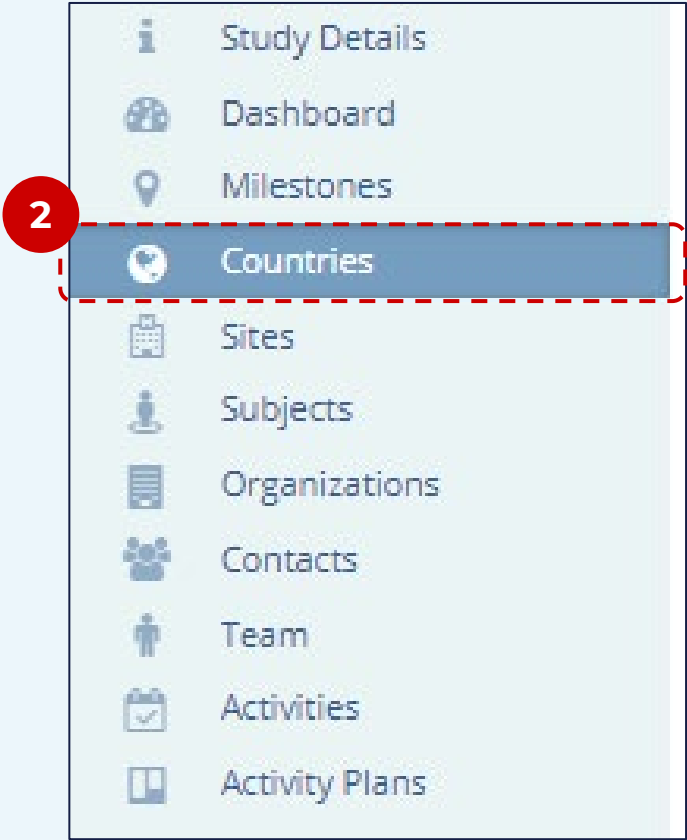
3 Select a country from the list shown and then click **Edit** in the menu bar above the list.

Alternately, you could click on the name of the country and be taken to the Country Profile. From there, you would still click the **Edit** button at the top of the screen.

Countries

⊕ Add ✏️ Edit 🗑 Delete ☰ Change Log

3 Countries 1 Selected

	Name	Country Code
☑	🌐 Japan	JP

🌐 **Japan** **ACTIVE**

General Information ➖

Name: Japan   Country Code: JP

Study: Gastro11102133

Notes: Pending Regulatory Approval

Country Management ➖

Status: **Active**   Status Date: 03 Mar 2021

Change Status

Status Notes

4 Make any necessary changes and press **Save.**

Cancel | Save | Save & Next

Keeping information such as Country 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 these details. Whether this is the purvue of the Study Manager or another role will be up to your interal procedures.