

# How to Edit Study Details

CTMS version 3.1



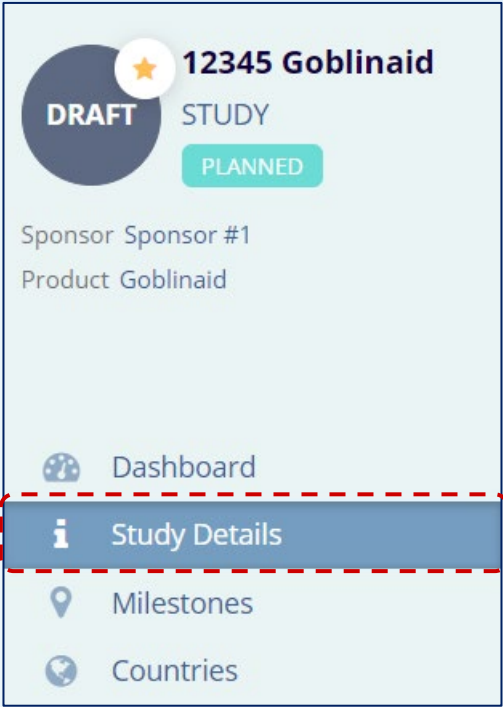
- APPLICABLE TO:
- ☒ Company Admin
  - ☒ Study Manager
  - ☐ CRA

1 Log into the CTMS navigate to the study which requires editing.

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

3 Click **Edit**.

4 Make any required changes and then press **Save**.



Keeping information such as Study Status, Protocol, 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 internal procedures.