How to Edit a Contact

CTMS version 3.1

APPLICABLE TO:
- Company Admin
- Study Manager
- CRA

TRIAL INTERACTIVE

Note: This process may be carried out from multiple locations (Global Contacts, Organization Contacts, Study Contacts, etc.) but the process remains the same.

1 Log into the CTMS, navigate to the appropriate entity (Organization, site, etc.) and click on **Contacts** from the menu on the left.
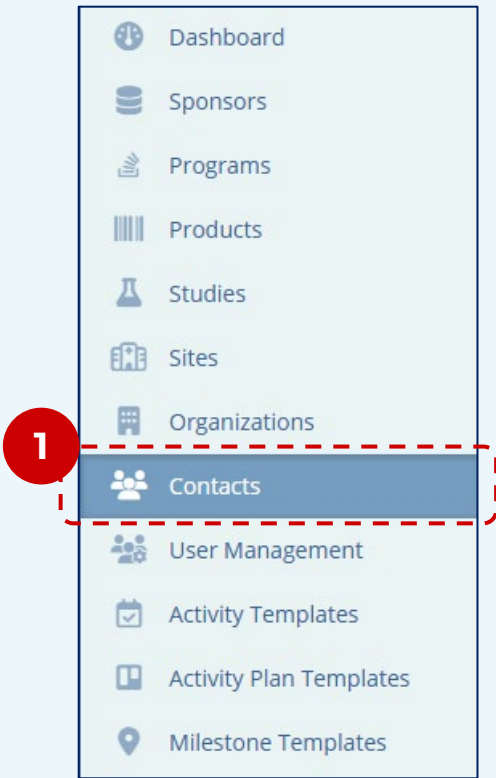
2 Select a Contact, then click **Edit.**
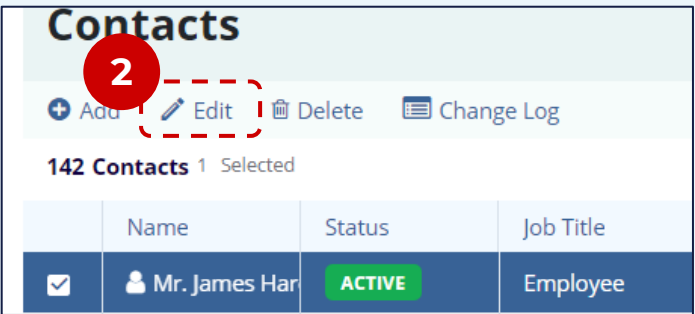
3 Make any necessary changes, then click **Save** when finished, or **Save & Next** to edit another contact.

Contacts which may be required across multiple studies should, where possible be entered and edited at the Global level of information or in association with their Organization.

Maintenance of contact records at these levels will reduce repetitive entry of dupliate data, save time in correcting errors, and allow for accurate reporting.

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