

How to Edit a Sponsor

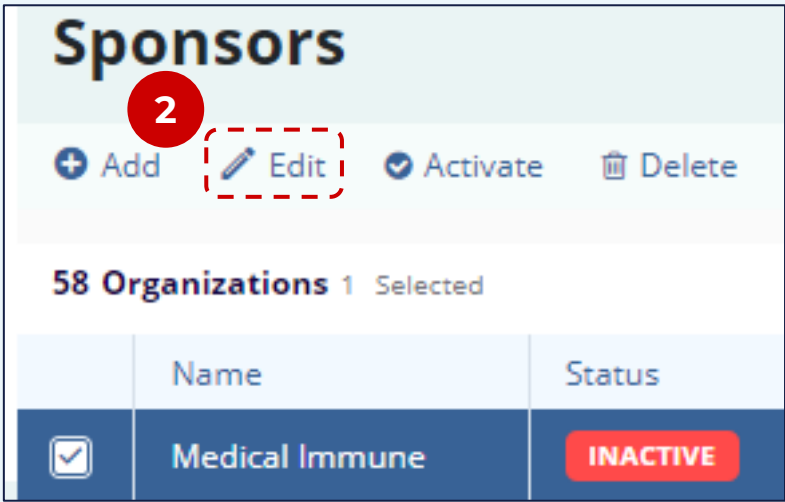
CTMS version 3.1

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

1 Log into the CTMS and click on **Sponsors** on the left.



2 Select a sponsor from the list shown and then click **Edit** in the menu bar above the list. This allows the user to edit the sponsor's information in the quick-view panel at the right side of the screen.



Alternately, you could click on the *name* of the sponsor to be taken to the sponsor's page and then click **Edit** to edit on there instead.

3 Make any necessary changes and then click **Save**.

A screenshot of the 'Medical Immune' sponsor edit form. The form includes fields for '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, there are three buttons: 'Cancel', 'Save' (highlighted with a red dashed box and a red circle with the number 3), and 'Save & Next'.