How to Edit an Organization

CTMS version 3.1

TRIAL INTERACTIVE

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

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

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

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

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

**It is particularly important to make sure that all organizational addresses are entered into the CTMS. This is especially true if the organization represents one or more sites.
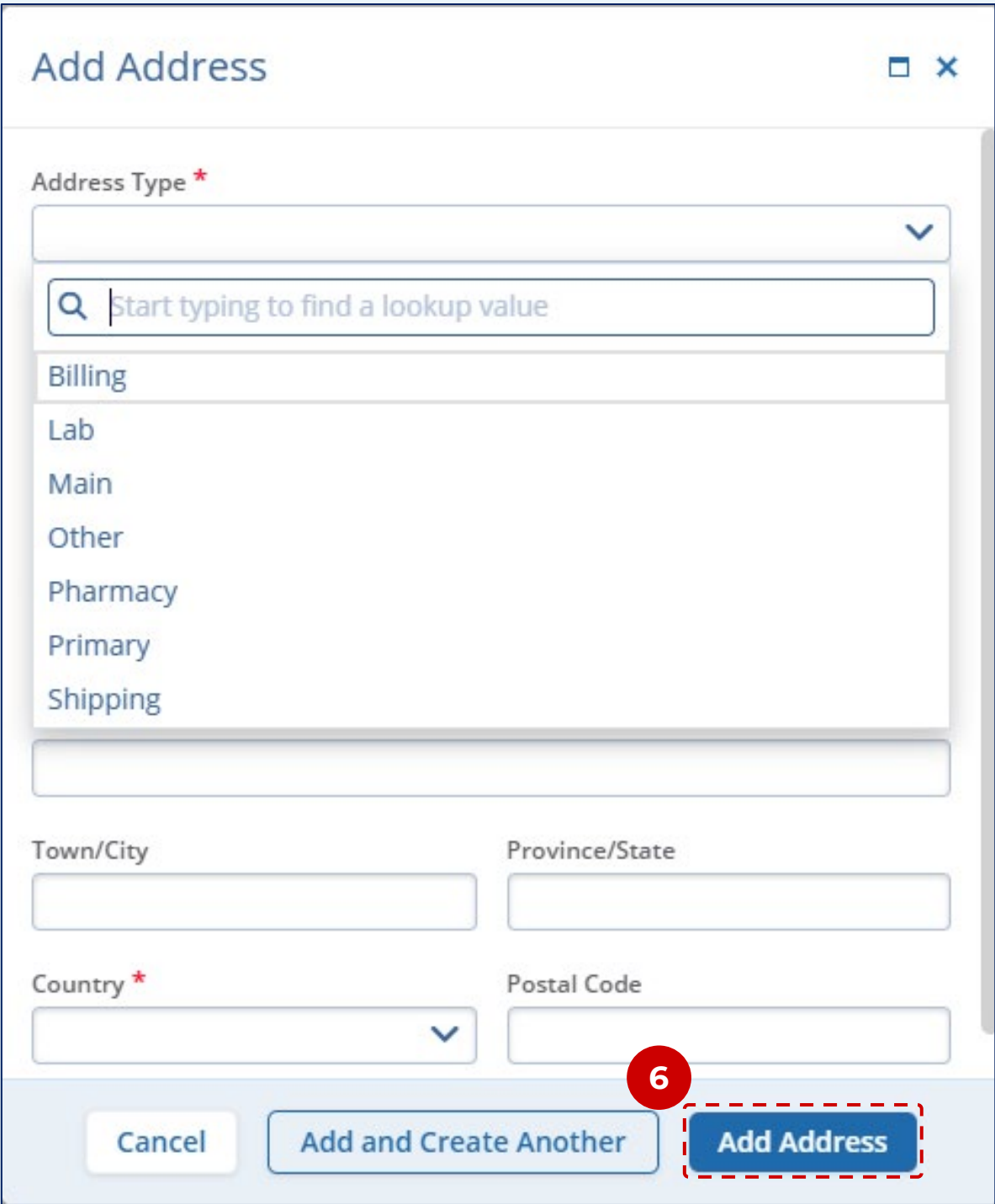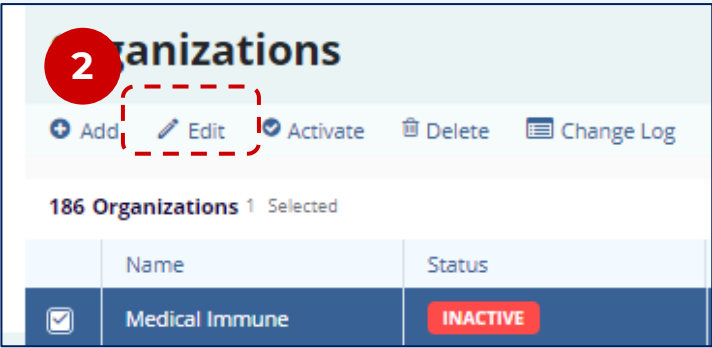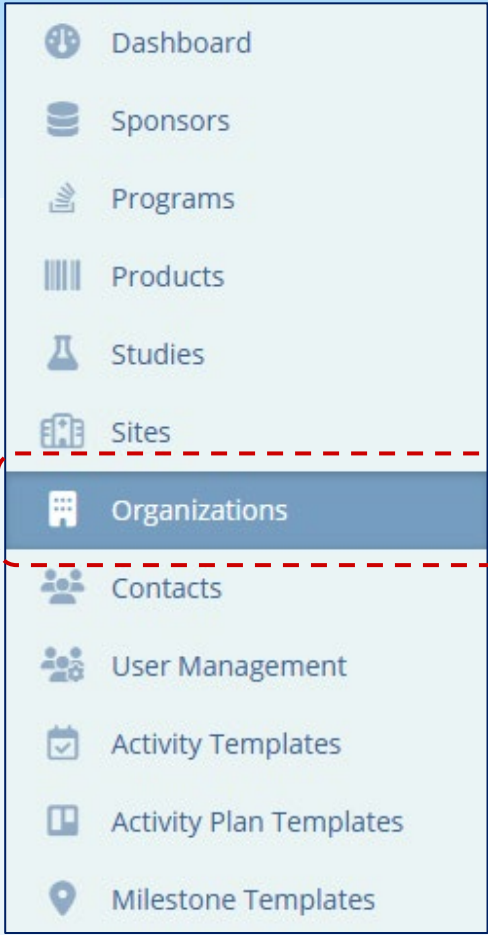
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4 To update an organization's list of addresses, navigate to the organization's record directly (by clicking on the name of the organization in the list shown earlier) and scroll down to view the Addresses area of the Organizational Details.

5 Press the **Add** button.
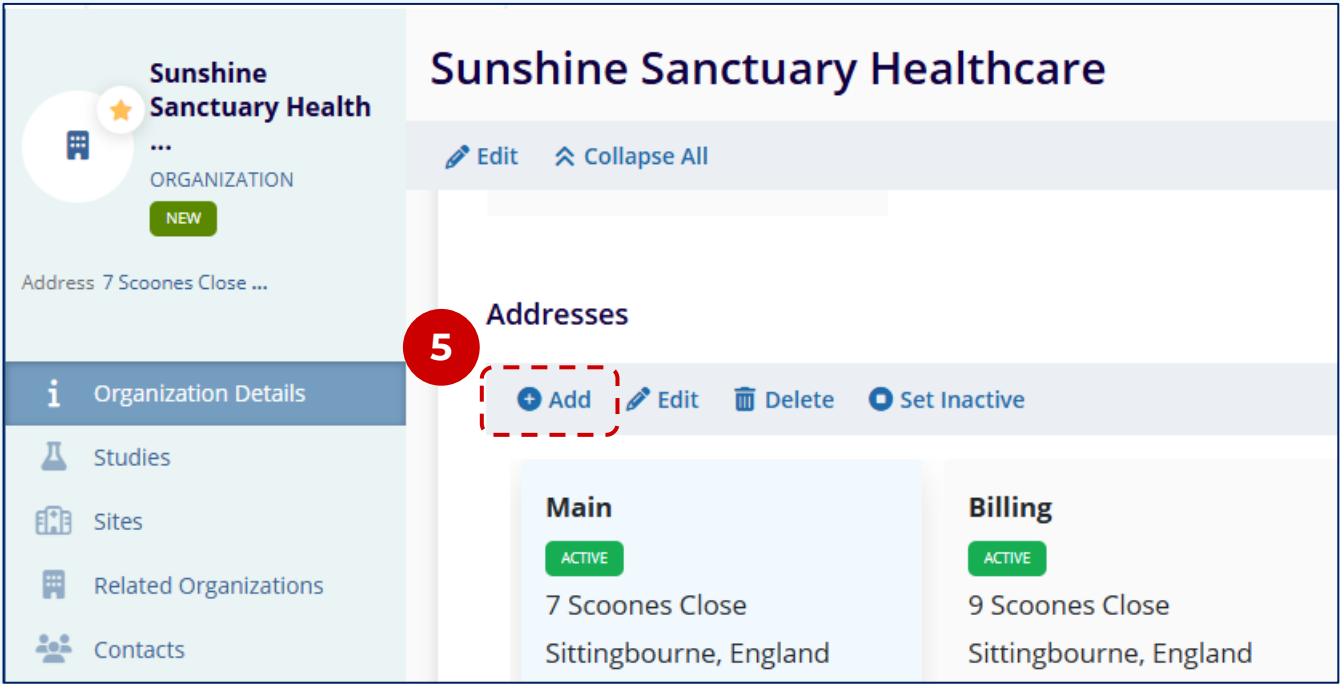
6 Choose the Address Type, enter all required information, and press **Add Address.**

Once you have completed this process, the address will be included in the list of organizational addresses.