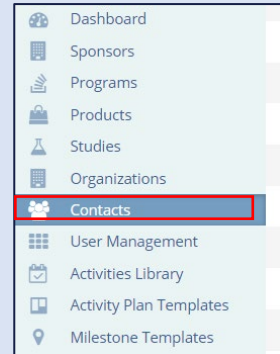


APPLICABLE TO:

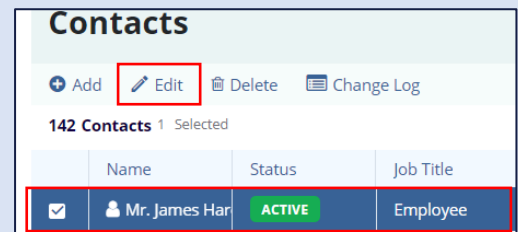
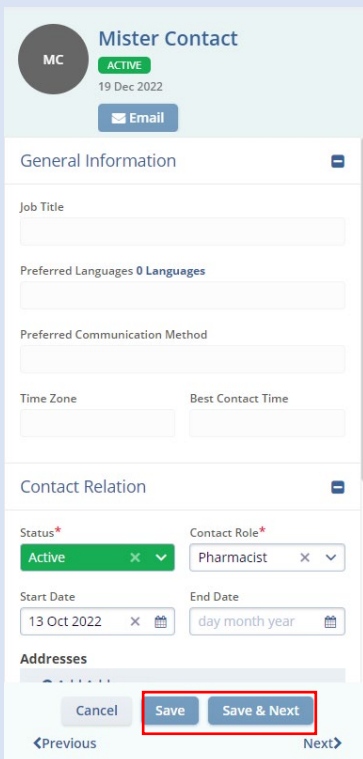
- Company Administrator
- Study Manager
- CRA
- CTMS

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**.

Mister Contact
 ACTIVE
 19 Dec 2022
 Email

General Information

Job Title

Preferred Languages 0 Languages

Preferred Communication Method

Time Zone Best Contact Time

Contact Relation

Status* Active Contact Role* Pharmacist

Start Date 13 Oct 2022 End Date day month year

Addresses

Cancel Save Save & Next

Previous Next

3. Make any necessary changes, then click **Save** when finished, or **Save & Next** to edit another contact.