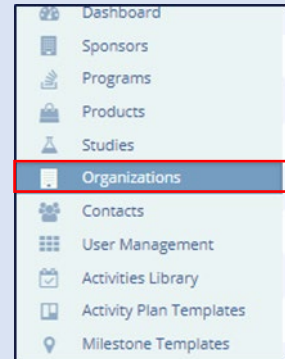


APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

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



2. Select an Organization, then click **Edit**.

- Alternately, click on the name of the organization to be taken to the organization's page and edit from there.

A screenshot of the 'Medical Immune' organization edit form. The form includes fields for Number (#68989234), Name (Medical Immune), Parent (AAA Clinic), Type (Sponsor), Subtype (Local), and Description (Vaccine manufacturer, covid.). There are also buttons for Edit, Delete, and Dial. At the bottom, there are buttons for Cancel, Save, and Save & Next (highlighted with a red box).A screenshot of the Organizations list. The list shows 186 Organizations with 1 selected. The selected organization is 'Medical Immune' with a status of 'INACTIVE'. The 'Edit' button is highlighted with a red box.

	Name	Status
<input checked="" type="checkbox"/>	Medical Immune	INACTIVE

3. Make necessary edits, then click **Save** when finished, or **Save & Next** to edit another Organization.