# How to Edit a Sponsor

**CTMS version 2.0**
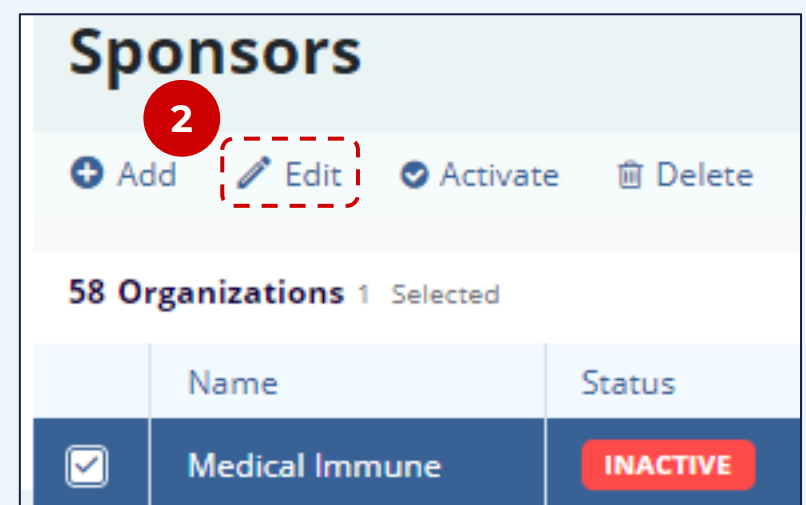
TRIAL INTERACTIVE

**APPLICABLE TO:**

- ● Company Admin
- ● Study Manager
- ○ CRA

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

**1**


Sponsors

**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 quck-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.

**2**

## Sponsors

⊕ Add | ✏ Edit | ✓ Activate | 🗑 Delete

**58 Organizations** 1 Selected

| | Name | Status |
|---|---|---|
| ☑ | Medical Immune | **INACTIVE** |

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

Medical Immune
INACTIVE
03 Mar 2021
📞 Dial

✏ Edit
✗ Delete

**Organization Information** ➖

Number: #68989234
Status*: Inactive
Name*: Medical Immune
Parent: AAA Clinic — APPROVED
Type*: Sponsor
Subtype: Local
Description: Vaccine manufacturer, covid.
Notes: Primary Sponsor

**3**

Cancel | Save | Save & Next

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