## How to Edit a Sponsor

## CTMS version 2.1

## **APPLICABLE TO:**

- Company AdminStudy Manager
- O CRA
- 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 quckview 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.



Organization Information			
lumber	Status*		
#68989234	Inactive 🚯	~	
Name*			
Medical Immune			
Parent			
🖪 AAA Clinic	APPROVED	~	
ype*	Subtype		
Sponsor	Local	~	
Description			
Vaccine manufacturer, covi	d.		







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