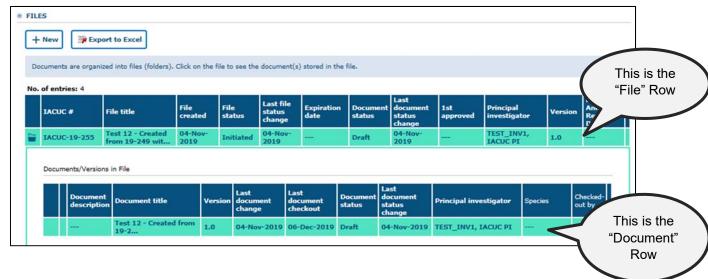
Not Able to Edit Your Protocol?

1. Make sure you are clicking the <u>document</u> and not just the <u>file</u>. Clicking the file will open a separate section showing the documents within that file.



- 2. Make sure you have the document checked out. Sometimes the document is checked out by someone else, therefore you won't be able to edit it until they check it back in. Notice the "Checked-out by" column in the document row above.
- 3. Check to see if the document is 'Approved'. If it is in the 'Approved' status then there is no way to edit, you will need to create an amendment. To do so, right-click the approved document and select "Amendment".
- 4. Check the Personnel tab. If you are not listed as either Principle Investigator or Co-Investigator, then you don't have permissions to edit the document.