

Curating Organization Records - Include v1.1.3

The following records are available for curation and appear in your Inbox when you log in:

- Records that have the curation status "Active" with roles pending or change requests
- Records that have the curation status "Pending"
- Records that contain a role that has the curation status "Pending"
- Records for which there are one or more requests for changes

You can curate them in any order, sort the table to curate them in a specific order (see [Navigating Records in Tables](#)), or search for a particular record (see [Searching for Organization Records](#)).

How to Curate Organization Records

1. On the main menu, under **Organization**, click **Inbox**. All organization records (except those that have been nullified) that require curation are displayed. The number of changes, if any, that have been requested for each record is displayed in the Change Request(s) column. You can access and curate pending roles associated with each organization record.
2. In the **Action Column**, click **Curate**. The Organization Details page displays all information about the organization provided to date.
3. To ensure that there are no duplicate, or near-duplicate records in the system, search the CTRP database for the organization name. See [Resolving Duplicate Records](#). Review the data on the Organization Detail page, and then continue with one or more of the appropriate options in the table below.

Options for curating organization details

If the data is...	Do this	Result
Correct and complete	Change the curation status to Active. See Modifying Organization Details .	The system saves the record. Click Inbox again and navigate to the next record. You are now ready to curate the next record.
Not acceptable, that is, some or all of the data in the record is obviously wrong, or the record is a duplicate of another	Change the curation status to Nullified. See Resolving Duplicate Records and Deleting (Nullifying) Organization Records . <ul style="list-style-type: none"> • Modifying Organization Details • Managing Research Organizations • Managing Identified Organizations • Managing Oversight Committees • Managing Health Care Facilities • Managing Families 	The system marks the record as Nullified and returns you to the Inbox. Because you nullified the record, it no longer appears in the Inbox. Although the system has removed the record from view, the system stores the record with a status Nullified. You are now ready to curate the next record.
Not complete, or not accurate, and you are not able to provide all the information needed.	Modify the record as needed, keep the curation status, Pending, and click Save .	The system saves the record as Pending and returns you to the Inbox. The record retains its Pending status. You are now ready to curate the next record.
Not complete, or not accurate, and you are able to provide all the information needed.	Complete the record as needed, change the curation status to Active , and click Save . See the instructions provided for the following tasks: <ul style="list-style-type: none"> • Modifying Organization Details • Managing Research Organizations • Managing Identified Organizations • Managing Oversight Committees • Managing Health Care Facilities • Managing Families 	The system saves the record as Active and returns you to the Inbox. You are now ready to curate the next record.

For more instructions, refer to the following pages: