


Editing Program Codes - Include v4.4

When you change a program code, the system re-assigns to the new program code all trials (including closed trials) currently assigned to the old program code.

1. On the **Manage Program Codes Master List** page, in the row for the program code of interest, click the Edit icon (). The Edit Program Code dialog box appears.

Edit Program Code

Organization Family of Affiliate Site: Mayo Clinic Cancer Center

Program Code:*

1

Program Name:

Name1

Warning: Modifying the program code will cause all trials currently assigned to the old program code to be reassigned to the new program code. The old code will be permanently removed.

Save

Cancel

2. Change the program code, program name, or both.
3. Click **Save**.
 - If you have changed only the program name, the list reflects your change.
 - If you have changed the program code, a confirmation message appears. If you want to proceed, click **Yes**. The list reflects your change.