



# Editing a Protocol



The Edit Protocol page enables you to edit protocol information and edit access to the protocol.

**Updating data after it is Public**

Once data is made Public, you can edit the data, but it will be retracted from Public, and you will need to resubmit it to the curator again for review.

1. Find the protocol of interest, as described in [Searching for Existing Protocols](#).
2. In the search results, in the row for the protocol of interest, click **Edit**. The Edit Protocol page appears.
3. Fill in the following information as needed.

 To enter an alternative to an option, select **other** if available and enter a value. The value is added to the list of options.

Edit Protocol	Description
Protocol Type*	Enter or select from the drop-down list the protocol type (required). <div> Unknown macro: 'hide'</div>
Protocol Name*	Enter or select from the drop-down list the protocol name (required).
Protocol Abbreviation	Enter a shortened phrase used in place of the protocol name.
Protocol Version	Enter or select from the drop-down list the protocol version number.
Upload OR Enter File URL	Select <b>Upload</b> or <b>Enter File URL</b> . <ul style="list-style-type: none"><li>• If you select Upload: Click <b>Choose File</b>. Browse and select the protocol file (up to 30 MB).</li><li>• If you select Enter File URL: Enter the URL where the protocol is located.</li></ul>
File Title	The title of the protocol file.
Description	Enter any additional description information that the form does not include.
Access to the Protocol	For more information, refer to <a href="#">Sharing a Protocol with a User or Group</a> or <a href="#">Making a Protocol Public</a> . <div> <b>If you do not add access</b><p>If you do not add access, this item remains private and only you, the owner, can view and/or modify it.</p></div>

If you paste text into an input field, review it before submitting the text to the system. Make sure the formatting (such as superscript, subscript, bold, and italics), Greek letters, and other special characters appear as expected. For details, refer to [Correcting Special Text](#).

4. Click **Submit** when you are done editing the Protocol.