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## Edit a clause

You (primary owner) can edit an existing clause at any state. For example, you can edit a clause that is in **Approved** state. However, you have to go through the approval process again. You can add or remove, and make the appropriate changes in the clause.


You can edit the probation period clause you just created.



### To edit a clause:

1. On the ICM Dashboard, click **Clauses**. The **Clauses** page appears.
2. On the **Clauses** page, Search Payment Terms Clause that you want to edit and then click



icon. The **Clause Details** page appears.



View	Clause Name	Version	Is Latest	Clause Group	Status
	Terms and Termination	1	True	Termination	Approved
	Terms and Termination (V22)	1	True	Termination	Approved
	Payment Terms Clause	1	False	Legal	Waiting For Approval

3. On the **Clause Details** page, click **Edit**, the **Edit Clause** page appears.

### Payment Terms Clause



Clause Details	
Version	1
Created By	CLM Admin
Created On	May 23, 2016
Clause Metadata	
Contract Type Name	MSA
Clause Code	Clause_369
Clause Language	English (United States)
Primary Clause	Yes
View Linked Localized Clauses	
Clause Group	Legal
Is Mandatory	Yes

Click here to edit the clause

Is Mandatory	Yes
Is Editable	No
Deviation Analysis	No
Is Alternate	No
Is Dependent	No
Approver	Gauri Mali,SFDC_SalesUsers
Description	This clause details about payment terms.
File	

[Edit](#)

### Edit Clause

1 Details 2 Team 3 Verify

Contract Type \*  Applicable for all contract types  No ?

Name \*

Clause Code

Clause Group \*

Clause Description

Clause Language \*

Primary Clause \*  Yes

Is Alternate Clause  No ?

On this page, you can make appropriate changes. For example, we change the description as: This clause explains payment terms of contracting parties.

**Edit Clause**

1 Details   2 Team   3 Verify

Contract Type \*   MSA   Applicable for all contract types   No ?

Name \*   Payment Terms Clause

Clause Code   Clause\_369

Clause Group \*   Legal

Clause Description   This clause explains payment terms of contracting parties.   **Changed description**

Clause Language \*   English (United States)

Primary Clause \*   Yes

Is Alternate Clause   No ?

4. Click **Next**, the **Team** tab appears. Here you can change the team for your clause. In this example, we do not want to change the team for our Payment Terms Clause. So, we click **Next**.
5. The **Verify** tab appears. Here, verify the clause information that you have entered and click **Update**. You have successfully edited the Payment Terms Clause.