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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.

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

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	

Click here to edit the clause

Edit

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 details about payment terms.		
Clause Language *	English (United States)		
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.

Changed description

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.