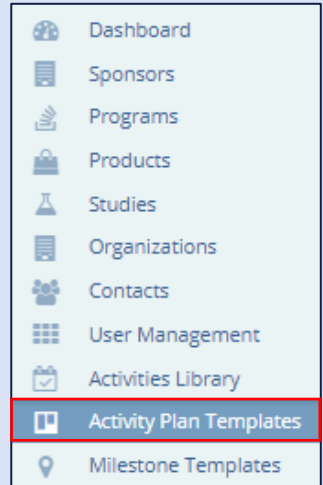


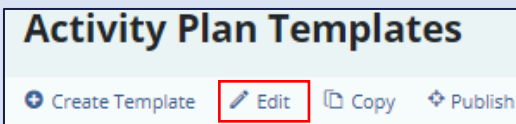
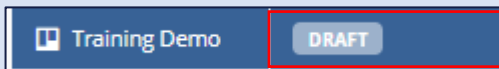
APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

1. Log into the CTMS and click on **Activity Plan Templates** from the menu on the left.



2. Select a **Draft** Activity Plan, then click **Edit**.



3. Make necessary edits to **General** Info and or **Associated Activities** and click **Save** when finished.

