T R I A INTERACTI	How to Edit a Don L VE	main Activity Plar Template CTMS v 1.2
APPLICABLE TO:	<ul> <li>Company Administrator</li> <li>Study Manager</li> <li>CRA</li> </ul>	CTMS
0	and click on <b>Activity Plan</b> the menu on the left.	<ul> <li>Dashboard</li> <li>Sponsors</li> <li>Programs</li> <li>Products</li> <li>Studies</li> </ul>
2. Select a <b>Draft</b> Activity Plan, then click <b>Edit</b> .		<ul> <li>Organizations</li> <li>Contacts</li> <li>User Management</li> <li>Activities Library</li> <li>Activity Plan Templates</li> <li>Milestone Templates</li> </ul>
Activity Plan	Templates	

<u>Note</u>: Only draft templates may be edited. Once a template is published, it will need to be retired and a new, updated copy will have to be created.

🖸 Create Template 🧪 Edit 🗈 Copy 🔅 Publish

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

ral info	General Info			General Info		
ssociated Activities 1		Level+			Associated Activities	
	Training Demo Site	Associated Activities	Associated Activities	Q Look for Activity for Quick Add		
	Select. Description				Create S Remove	
					1 Activities	
	Select Parent Plan				Activity Name	Туре
			3 0 Related Plans		Site EC Approval	Document

