	How to Ec ACTIVE	iit a Gio	Temp CTMS	late
APPLICABLE TO	: Company Administra O Study Manager O CRA	itor 🌒 🤇	CTMS	
<u> </u>	CTMS and click on Activit s from the menu on the le	-	 Dashboard Sponsors Programs Products ≤ Studies 	
	raft Activity Plan, then clic Edit.	:k	 Organizations Contacts User Management Activities Library Activity Plan Templates 	
	ity Plan Templates		Milestone Templates	

Note: 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.

ciated Activities 1	General Info			General Info		
iociated Activities	Activity Plan Name* Training Demo	Level ⁴	Level*	Associated Activities 1	Associated Activities	
	Classification				Q Look for Activity for Quick Add	d
	Select				Create S Remove Activities	
	Select Parent Plan				Activity Name	Туре
			1 0 Related Plans		= 🔂 Site EC Approval	Document

