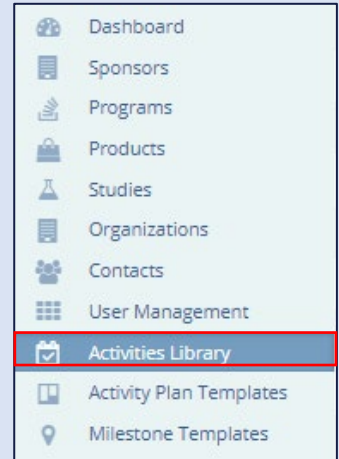


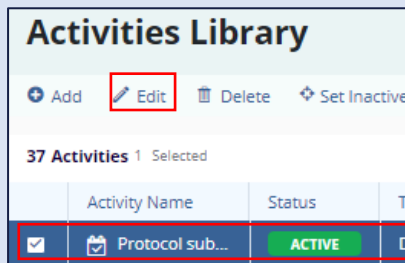
APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

1. Log into the CTMS and click on **Activities Library** from the menu on the left.



2. Select an **Activity** from the list shown and then click **Edit**.



3. Make any necessary edits in the panel at the right, then click **Save** when finished, or **Save and Next** to edit an additional Activity.