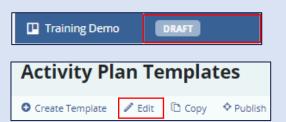


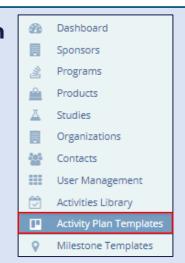
## How to Edit a Global Activity Plan Template CTMS v 1.5

**APPLICABLE TO:** 

- Company Administrator
- CTMS

- O Study Manager
- O CRA
- 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**.





**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.

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

