

How to Edit a Global Activity

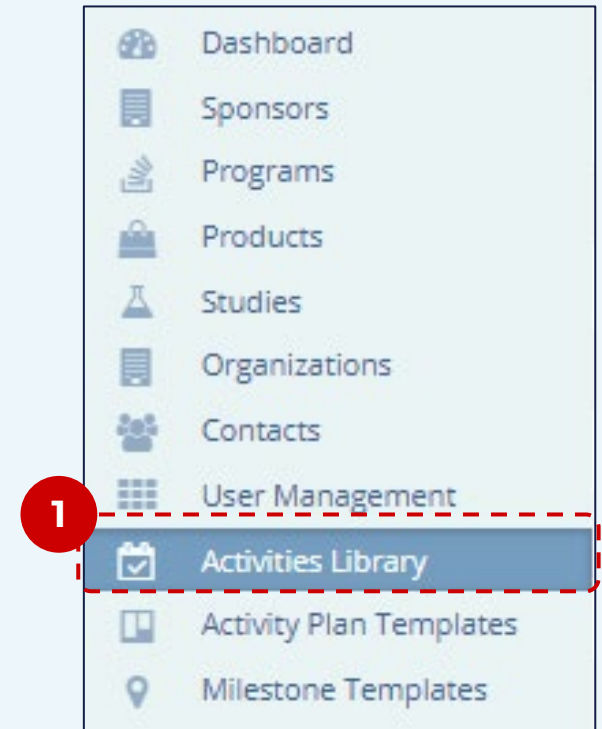
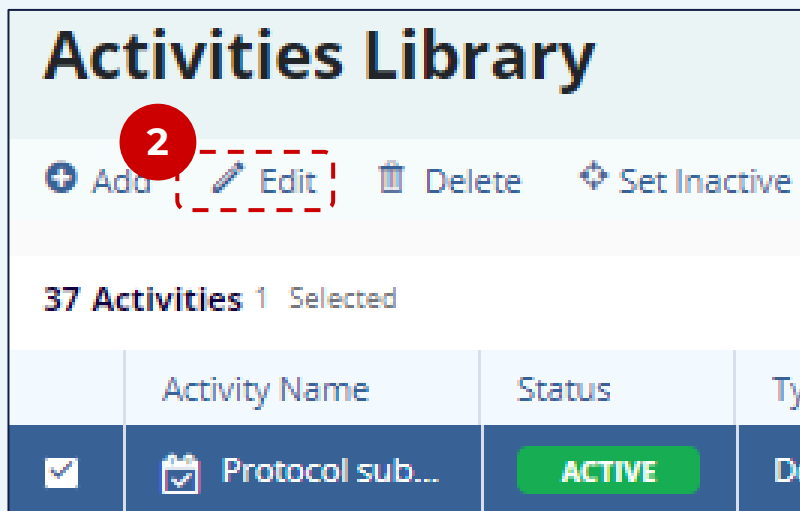
CTMS version 2.0

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

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.

