

# How to Mass Edit Activities

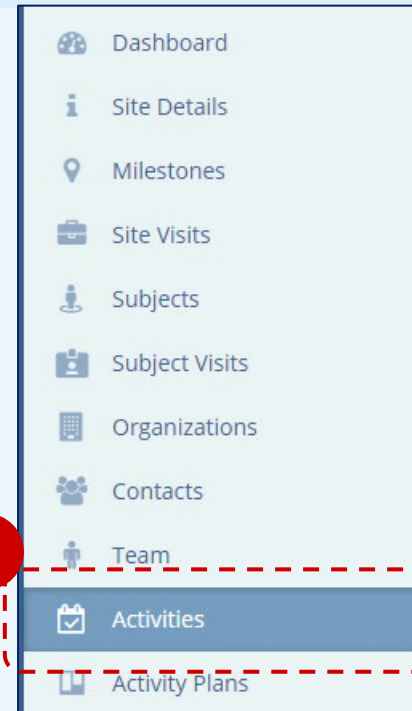
CTMS version 2.0

## APPLICABLE TO:

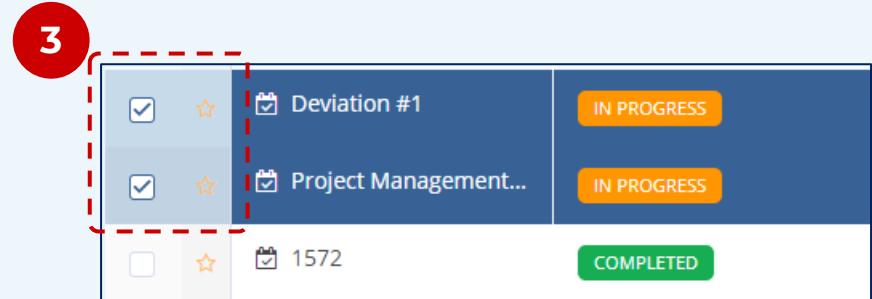
- Company Admin
- Study Manager
- CRA

**1** Log in and navigate to the Study, Country, Site, or Subject whose activities need to be edited.

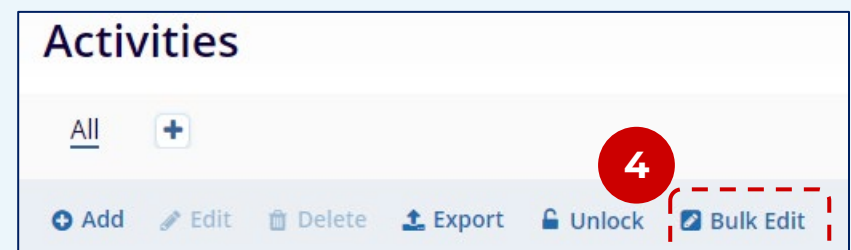
**2** Select **Activities** in the navigation links at the left side of the screen.



**3** Using the checkboxes, select all of the activities which you would like to edit.



**4** Press **Bulk Edit** in the menu above the list of activities



**6** In the quick-view panel, select which field(s) should be updated for all of the selected activities and indicate the new value.

**Note:** There is a cautionary note in the panel which should be heeded. The panel displays fields which do not necessarily apply to the selected activities. Values can be applied to these fields, but this may create extraneous and unexpected data.

**7** When you are done, press the **Edit** button to save your changes.

