How to Mass Edit Activites

CTMS version 2.1

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA
- 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.











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- 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.

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

Close	Bulk Edit Please select the fields you wish to bulk edit for the 2 selected records						
6		Owner*	Set Value as Blank				
		CRA 3	ACTIVE X V				
		Description					
		Keep current v	alue				
		Status					
		Keep current value					
		Activity Type					
		Keep current value					
		Keep current value					
		Planned Date					
l.		Keep current value					
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		Identified By	alua				
		Keep current	diue				
		Additional Info The custom field records. Any da viewed later by	ds listed below may not apply to all the selected activity ta entered in these fields will be saved and can be adding the field to the grid through the column menu				
		Keep current value					
			7				
			Cancel Edit 2 Records				



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