How to Customize the Grid
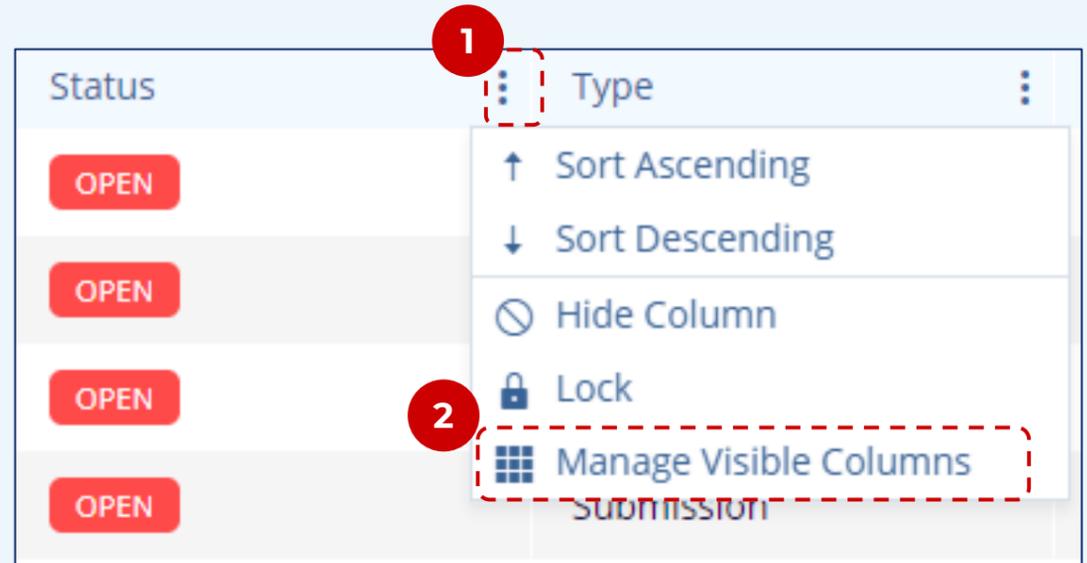
CTMS version 2.1

TRIAL INTERACTIVE

APPLICABLE TO:

● **Company Admin**

● **Study Manager**

● **CRA**

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1 Click on the three-dot menu in any column header. If the three-dot menu is not present, the grid view cannot be customized.

2 Select 'Manage Visible Columns' from the list of options displayed.

Status		Type	
OPEN		↑ Sort Ascending	
OPEN		↓ Sort Descending	
OPEN		⊘ Hide Column	
		🔒 Lock	
OPEN		⊞ Manage Visible Columns	
		Submission	

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3 Choose from the list of available columns by checking the related box.

4 Press **Apply Changes.**

5 The column(s) will display in the grid and may be dragged into any order.

Manage Visible Columns

Available Columns

Search

≫ Expand All   Sort By Alphabet ↑↓

☐ Acknowledged Date
☐ Actions Taken
☑ Activity Name
☐ Approved Date
☑ Associated Plan
▸ Associated Plan Fields
☐ Attendee
☐ Comments
☐ Completed Date
☐ Created By
☐ Created Date
☐ Date It Occurred

Set Order

12 Visible

LOCKED COLUMNS

Favorite	🔓 Unlock	⊘ Hide

SCROLLABLE COLUMNS

Activity Name	🔒 Lock	⊘ Hide
Status	🔒 Lock	⊘ Hide
Type	🔒 Lock	⊘ Hide
Subtype	🔒 Lock	⊘ Hide
Owner	🔒 Lock	⊘ Hide

Cancel   **Apply Changes**