How to Customize the Grid

CTMS version 3.0

TRIAL INTERACTIVE

APPLICABLE TO:

● **Company Admin**

● **Study Manager**

● **CRA**

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			
OPEN			
OPEN			
OPEN		Submission	

1

↑ Sort Ascending
↓ Sort Descending
⊘ Hide Column
🔒 Lock
2 ⊞ Manage Visible Columns
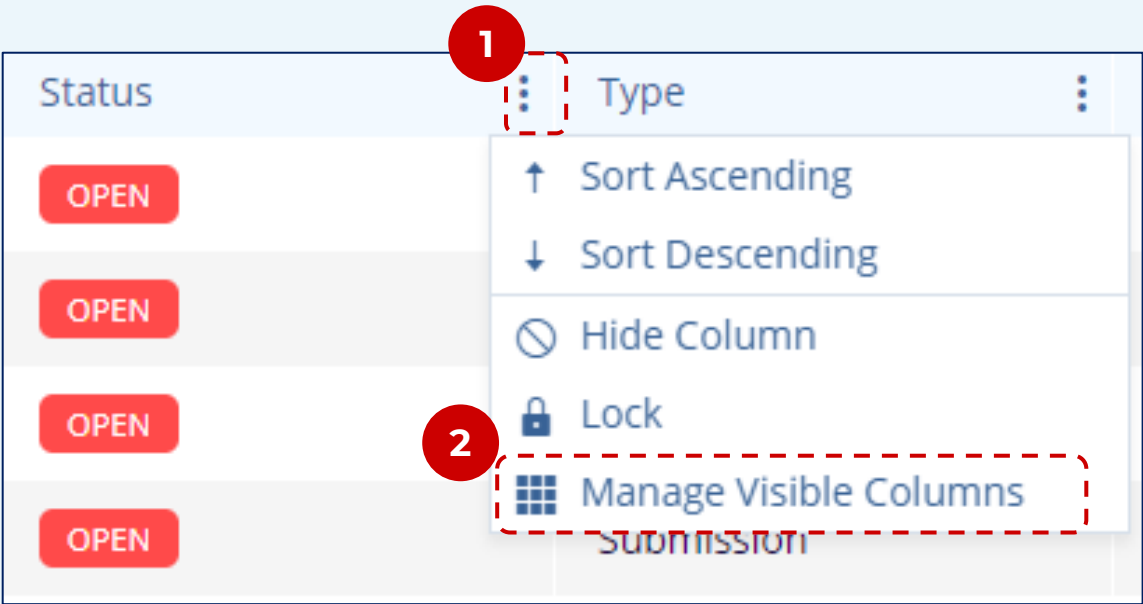
3 Choose from the list of available columns by checking the related box.

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

3 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   **4** **Apply Changes**