How to Mass Edit Activites
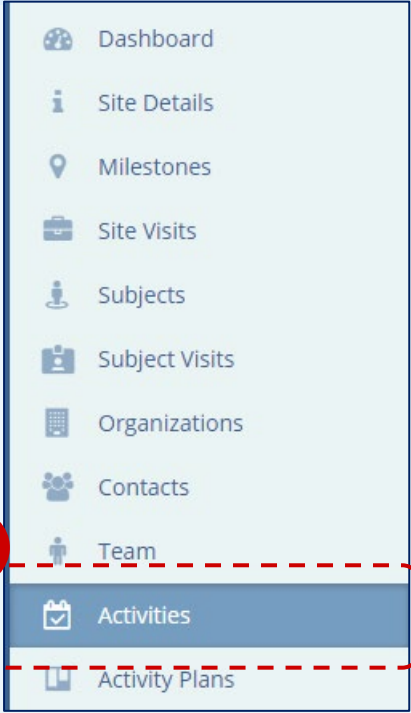
CTMS version 3.0

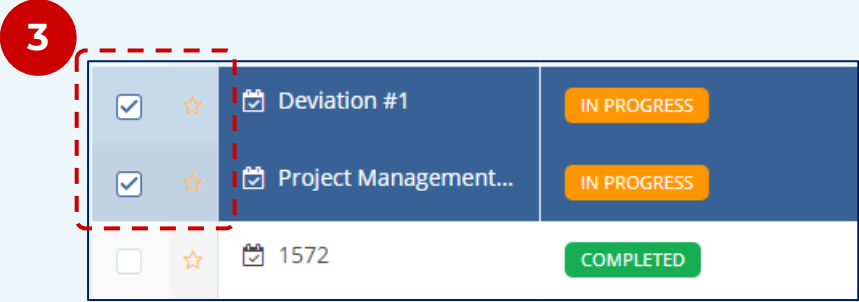**TRIAL INTERACTIVE**

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

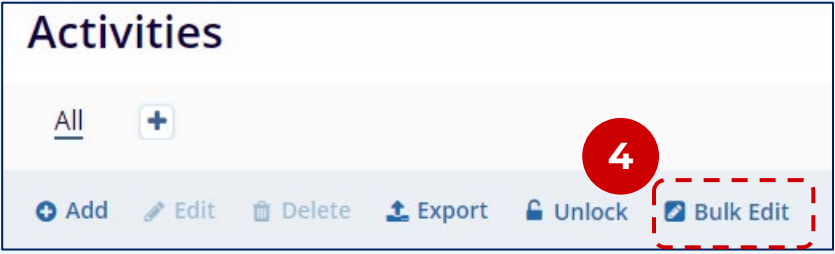**1** Log in and navigate to the Study, Country, Site, or Subject whose activities need to be edited.

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

- Dashboard
- Site Details
- Milestones
- Site Visits
- Subjects
- Subject Visits
- Organizations
- Contacts
- Team
- **2** Activities
- Activity Plans

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

3
		Deviation #1	IN PROGRESS
		Project Management...	IN PROGRESS
		1572	COMPLETED

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

Activities

All +

Add Edit Delete Export Unlock **4** Bulk Edit

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.

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　×　∨

☐ Description

Keep current value

☐ Status

Keep current value

☐ Activity Type

Keep current value

☐ Responsible Party

Keep current value

☐ Planned Date

Keep current value

☐ Identified By

Keep current value

⚠ **Additional Info**
The custom fields listed below may not apply to all the selected activity records. Any data entered in these fields will be saved and can be viewed later by adding the field to the grid through the column menu

☐ Date It Occurred

Keep current value

7 Cancel　**Edit 2 Records**