Beginning to Build Your Protocol Calendar:

Navigate to **Forms/Calendars > Protocol Specifications**. Or, if you’ve opened a protocol in another console, navigate to **Forms/Calendars > Specifications** and click the **Specifications** vertical tab to the bottom left.

1. Find your protocol and click the blue number (that’s the calendar version) beside it. If the status is New, you will be able to make edits.

2. Click “Update” to edit the segments of your calendar and add new segments.