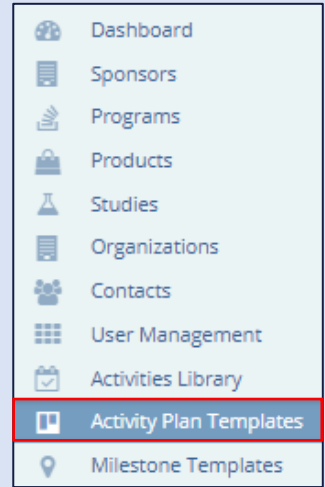


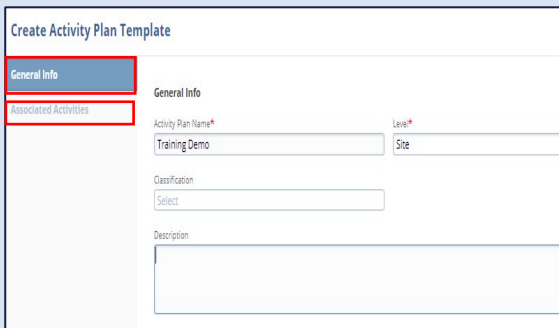
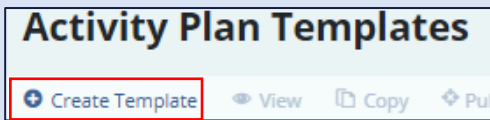
APPLICABLE TO:

- Company Administrator
- CTMS
- Study Manager
- CRA

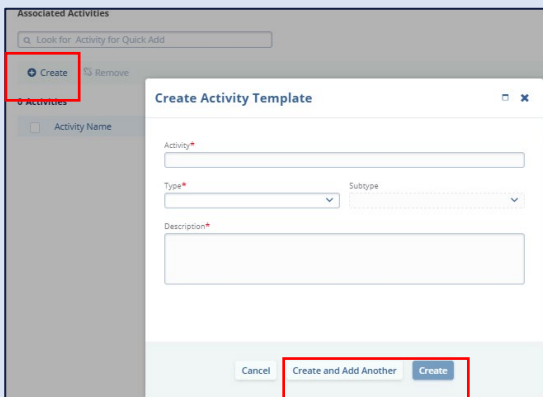
1. Log into the CTMS and click on **Activity Plan Templates** from the menu on the left.



2. Click **Create Template**.



3. Enter Activity Plan details, starting with **General Info**, followed by **Associated Activities**.



4. Click **Create** when finished, or **Create and Add Another** to add an additional Activity Template.