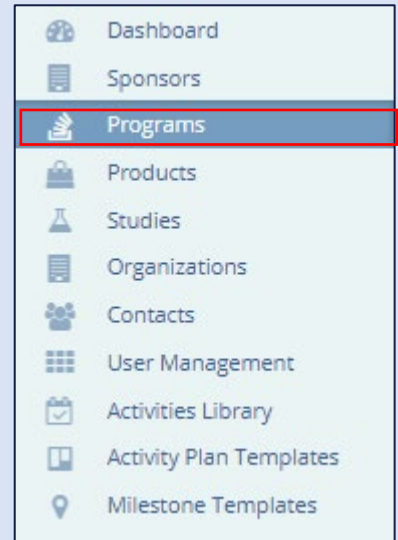


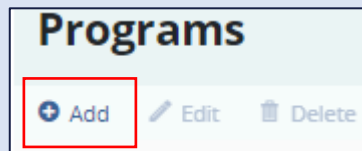
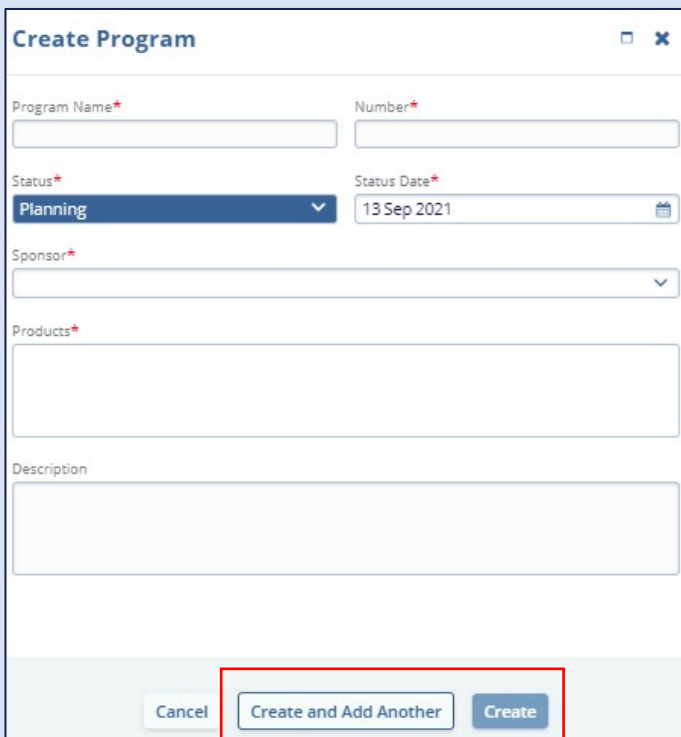
APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

1. Log into the CTMS and click on **Programs** from the menu on the left.



2. Click **Add**.

A screenshot of the 'Create Program' form. The form contains the following fields:

- Program Name* (text input)
- Number* (text input)
- Status* (dropdown menu, currently set to 'Planning')
- Status Date* (calendar input, showing '13 Sep 2021')
- Sponsor* (dropdown menu)
- Products* (text area)
- Description (text area)

 At the bottom of the form, there are three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red box), and 'Create'.

3. Enter Program details, then click **Create** when finished, or **Create and Add Another** to add an additional Program.