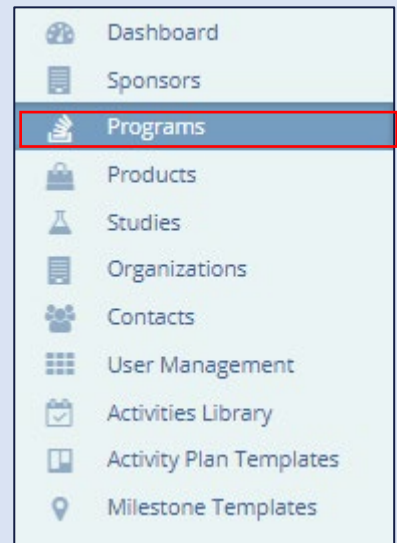


APPLICABLE TO:

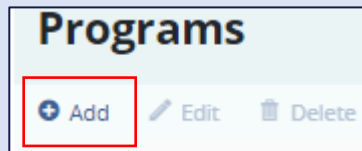
- Company Administrator
- Study Manager
- CRA

**Note:** Prior to creating a program, the Sponsor and at least one associated product must already have been created in the CTMS.

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



2. Click **Add**.

A 'Create Program' form with fields for Program Name, Number, Status (set to Planning), Status Date (13 Sep 2021), Sponsor, and Products. A Description field is at the bottom. At the bottom right, there are three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red border), and 'Create'.

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