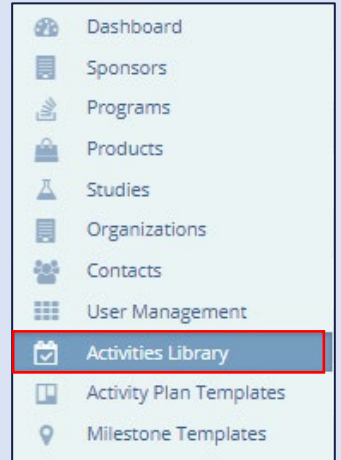


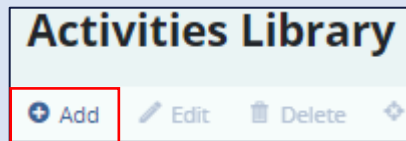
APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

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



2. Click **Add**.



Create Activity Template

Activity*

Type* Subtype

Description*

Cancel
Create and Add Another
Create

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