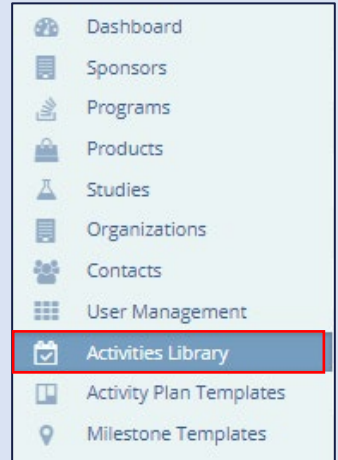


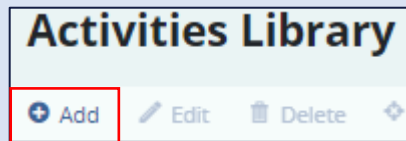
APPLICABLE TO:

- Company Administrator
- CTMS
- Study Manager
- CRA

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



2. Click **Add**.

A screenshot of the 'Create Activity Template' form. It has a title bar with a close button. The form contains three main sections: 'Activity*' with a text input field; 'Type*' with a dropdown menu and 'Subtype' with a dashed dropdown menu; and 'Description*' with a large text area. At the bottom, there are three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red box), and 'Create'.

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