

APPLICABLE TO:

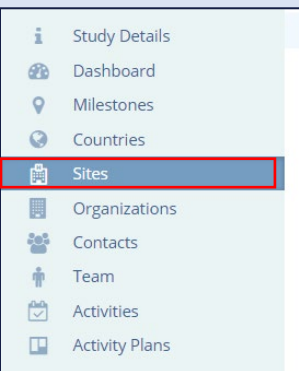
- Company Administrator
- Study Manager
- CRA
- CTMS

1. Log into the CTMS and click on **Studies** on the left.



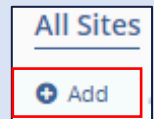
2. Select and open a study by clicking the **Study name**.

35 Studies 1 Selected			
	Name	Protocol Number	Status
<input checked="" type="checkbox"/>	MM203	001202319202	PLANNED



3. Click **Sites** from the menu on the left.

4. To add a new **Site**, click **Add**.



5. Enter Site details, then click **Create** to save, or **Create and Add Another** to add an addition Site.

Note: The site creation process requires that the site be associated with an organization. For standalone sites, the site itself is its own organization.

Create Site

General Information

Study*
Astromedia32021-1

This is a satellite site

Site Number* Principal Investigator*

Site Name

Site Organization*

Site Location*

Status* Status Date*
 30 Aug 2021