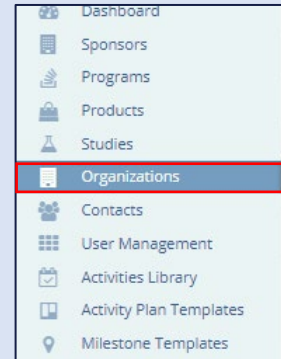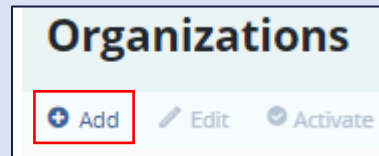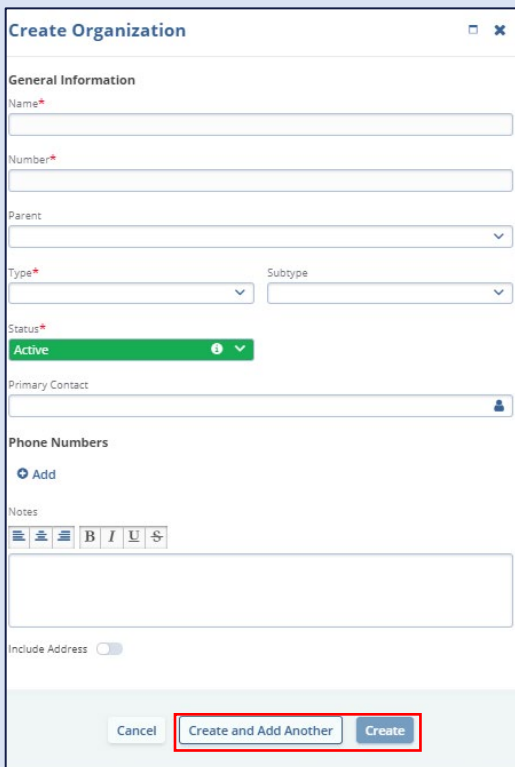**TRIAL INTERACTIVE**

APPLICABLE TO:
- ● Company Administrator
- ● Study Manager
- ○ CRA
- ● CTMS

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

Dashboard
Sponsors
Programs
Products
Studies
Organizations
Contacts
User Management
Activities Library
Activity Plan Templates
Milestone Templates

2. Click **Add**.

Organizations

⊕ Add   ✏ Edit   ✔ Activate

Create Organization

General Information
Name*

Number*

Parent

Type*   Subtype

Status*
Active

Primary Contact

Phone Numbers
⊕ Add

Notes

Include Address

Cancel   Create and Add Another   Create

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

Note: These instructions are the same for creating a Sponsor, which is a type of Organization. However, a Sponsor may also be created from the Sponsors area. Please see the associated job aid for additional information.

TRANSPERFECT