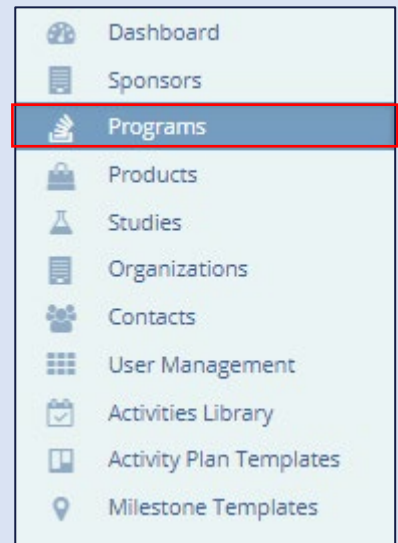


APPLICABLE TO:

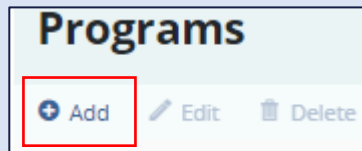
- Company Administrator
- Study Manager
- CRA
- CTMS

**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**.



The 'Create Program' form with the following fields: Program Name\*, Number\*, Status\* (dropdown menu with 'Planning' selected), Status Date\* (calendar icon, showing '13 Sep 2021'), Sponsor\* (dropdown menu), Products\* (text area), and Description (text area). At the bottom, there are three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red box), and 'Create'.

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