

How to Add Activities to a Subject

CTMS version 2.0

APPLICABLE TO:

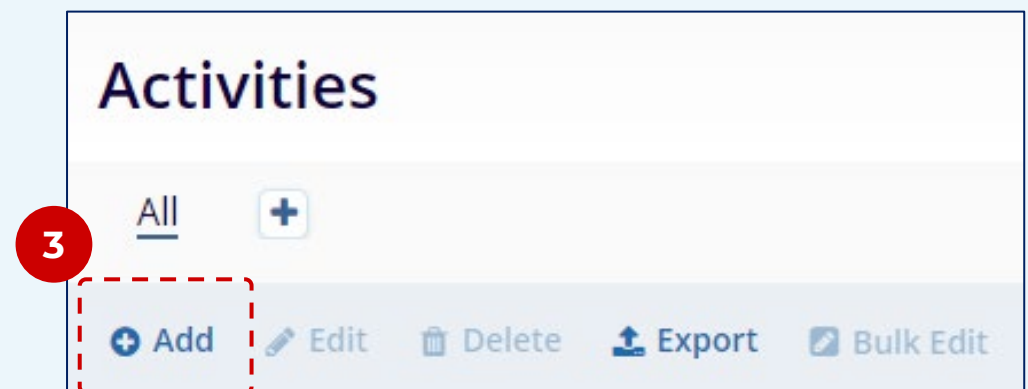
- Company Admin
- Study Manager
- CRA

1 Log into CTMS and navigate to the subject to which you need to add activities.

2 Select **Subject Activities** from the navigation links at the left side of the screen.

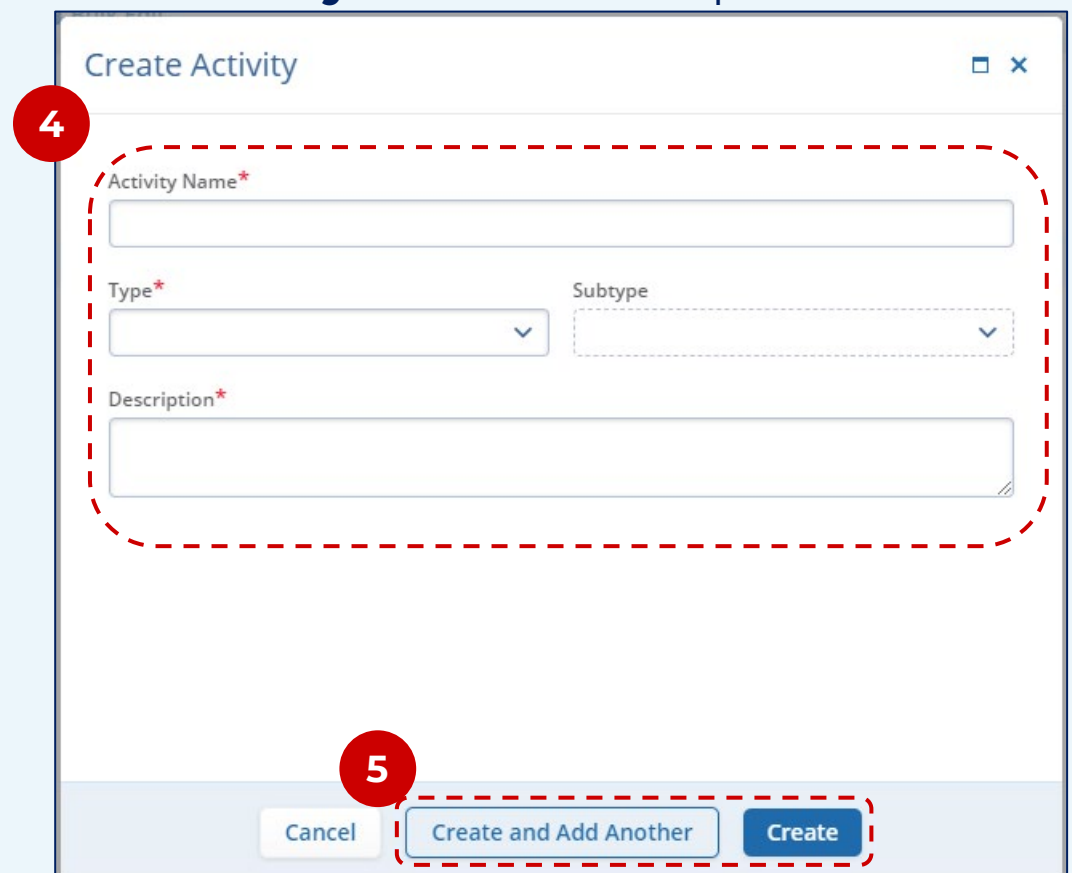


3 Press **Add** in the menu bar above the list of activities.



4 Fill in the required information in the **Create Activity** window that opens.

5 Press **Create** or **Create and Add Another**.



A screenshot of the 'Create Activity' form. The form has a title bar with 'Create Activity' and a close button. The form contains three main fields: 'Activity Name*' (text input), 'Type*' (dropdown menu) and 'Subtype' (dropdown menu), and 'Description*' (text area). The entire form area is highlighted with a red dashed box and a red circle with the number '4' is positioned to the left. At the bottom of the form, there are three buttons: 'Cancel', 'Create and Add Another', and 'Create'. The 'Create and Add Another' button is highlighted with a red dashed box and a red circle with the number '5' is positioned to the left.

Note: The only activity types and subtypes which can be added to a subject are those which have been designated as appropriate for tracking at this level by the Company Administrators.