

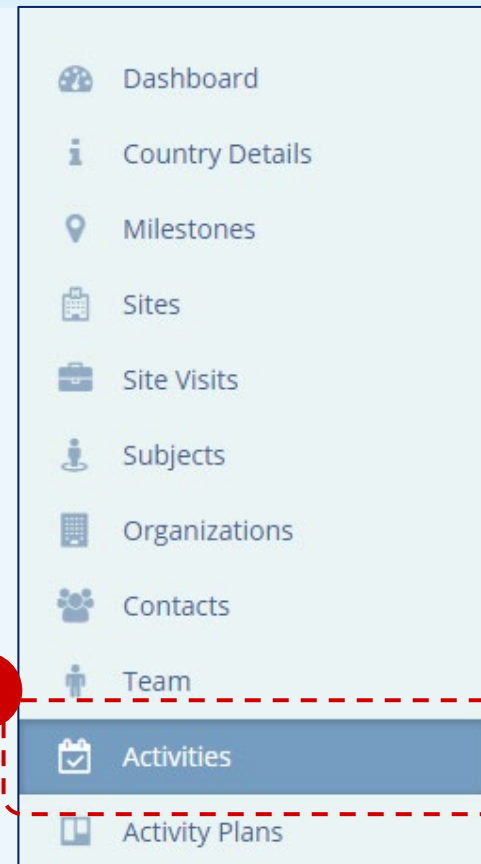
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

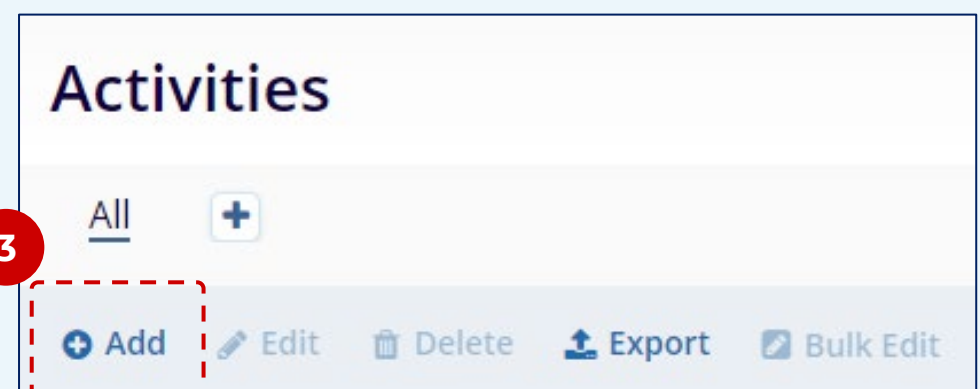
1 Log into CTMS and navigate to the Study, Country, or Site to which you need to add activities.

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

Note: Activities can also be added via Activity Plans. Please see the associated supporting materials for applying activities via activity plans.

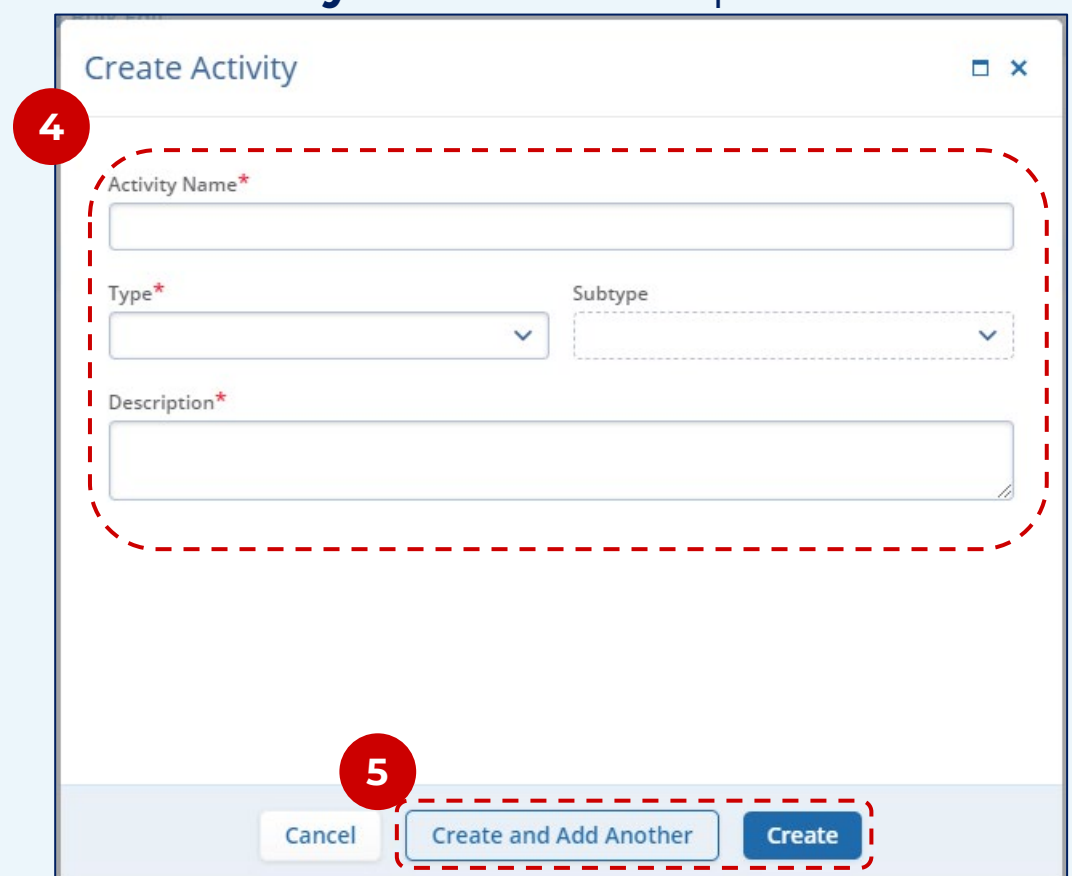


3 Press **Add** in the menu bar above the list of activities.



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 the following fields: 'Activity Name*' (text input), 'Type*' (dropdown menu), 'Subtype' (dropdown menu), and 'Description*' (text area). The entire form area is highlighted with a red dashed box and a red circle containing the number '4'. 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 containing the number '5'.