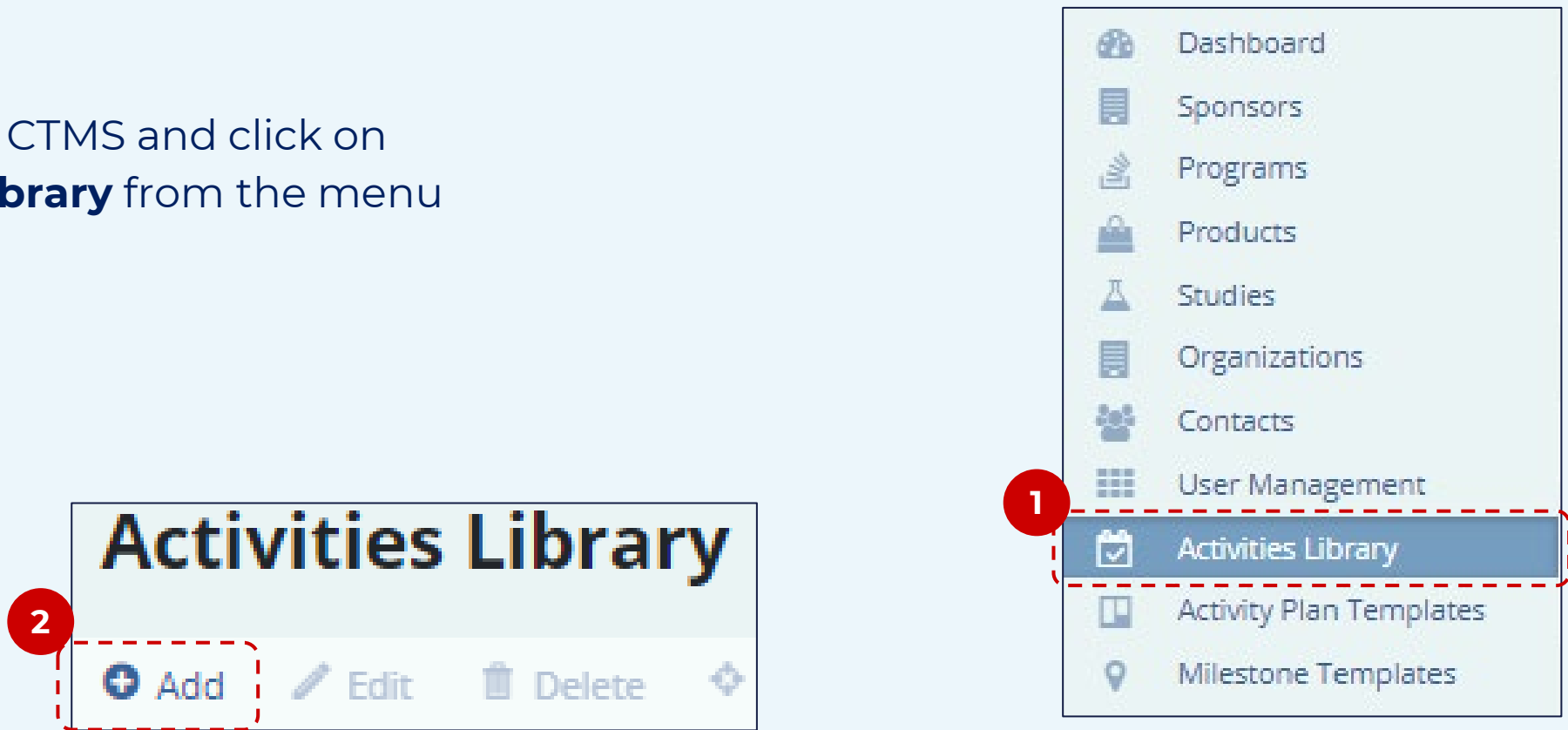


## APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

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

**2** Click **Add**.



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

The image shows a 'Create Activity Template' form with the following fields and buttons:

- Activity\***: A text input field.
- Type\***: A dropdown menu.
- Subtype**: A dashed dropdown menu.
- Description\***: A large text area.
- Buttons**: 'Cancel', 'Create and Add Another', and 'Create'. A red circle '3' is next to the 'Create and Add Another' button, which is highlighted with a red dashed box.