

How to Create a Program

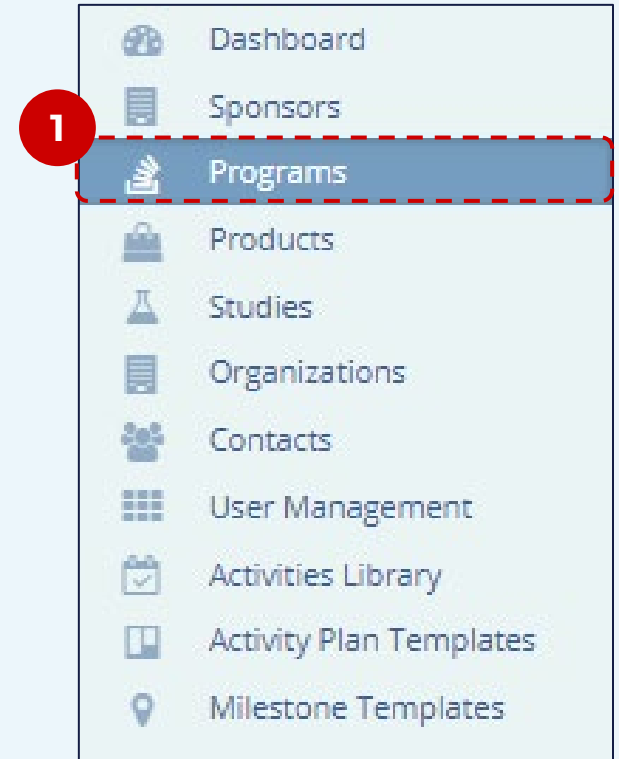
CTMS version 2.0

APPLICABLE TO:

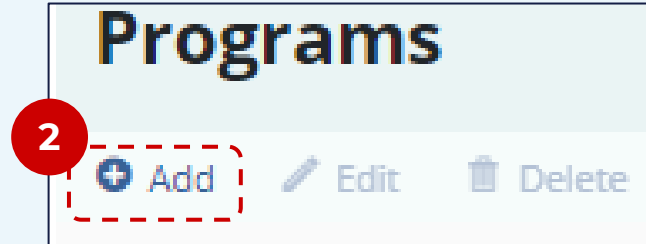
- Company Admin
- Study Manager
- CRA

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**.



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

A screenshot of the 'Create Program' form. The form contains fields for Program Name, Number, Status (set to 'Planning'), Status Date (13 Sep 2021), Sponsor, Products, and Description. At the bottom, the 'Create and Add Another' button is highlighted with a red dashed box and a red circle containing the number '3'. Other buttons are 'Cancel' and 'Create'.