

APPLICABLE TO:

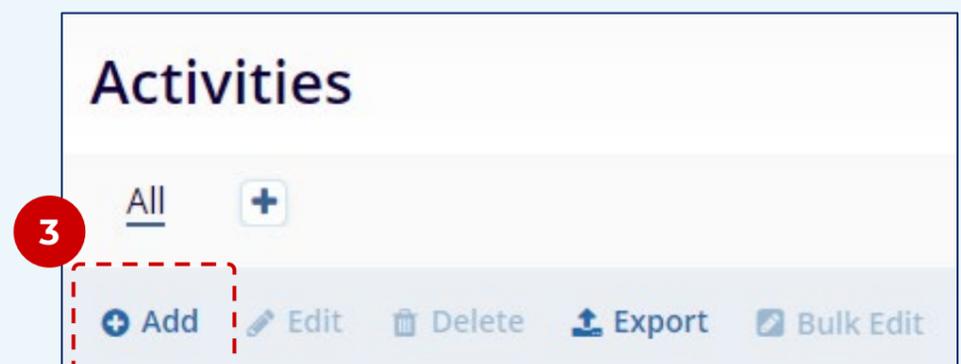
- Company Admin
- Study Manager
- CRA

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.

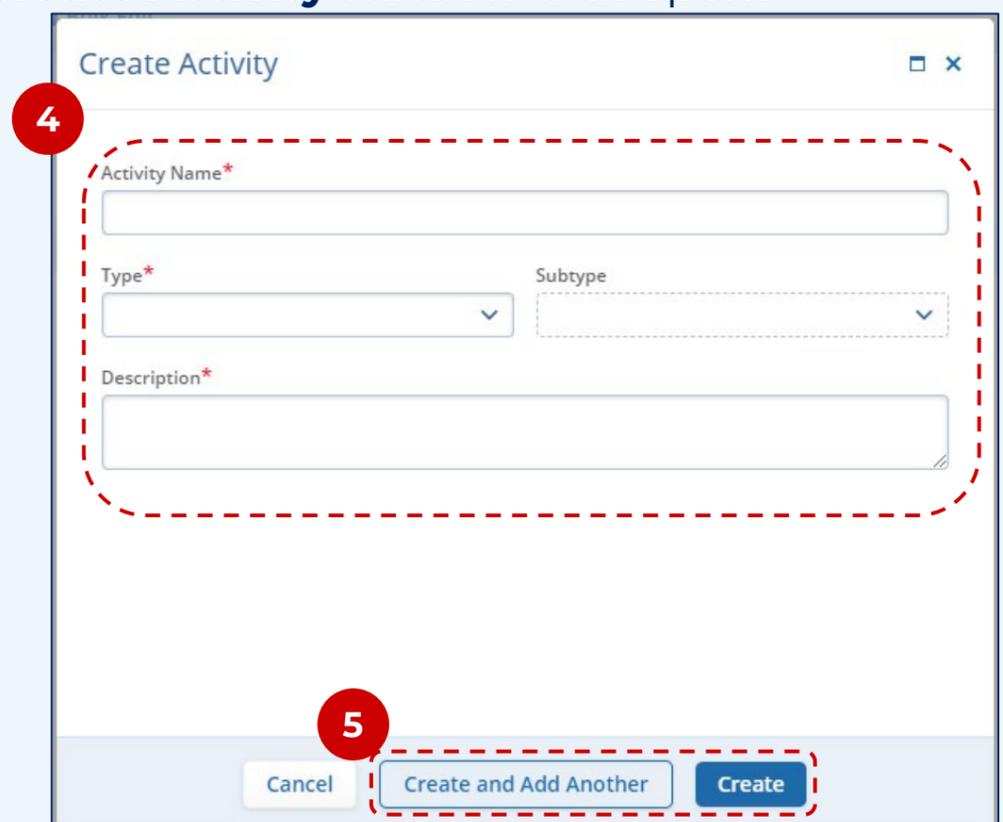


3 Press **Add** in the menu bar above the list of activities.



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 input fields: 'Activity Name*' (a text box), 'Type*' (a dropdown menu), and 'Subtype' (a dropdown menu). Below these is a 'Description*' text area. At the bottom of the form are three buttons: 'Cancel', 'Create and Add Another', and 'Create'. A red dashed box highlights the 'Activity Name*', 'Type*', 'Subtype', and 'Description*' fields. A red circle with the number '4' is positioned to the left of the form. Another red circle with the number '5' is positioned above the 'Create and Add Another' button.

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.