How to Add Activities

CTMS version 2.1

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

TRIAL INTERACTIVE

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

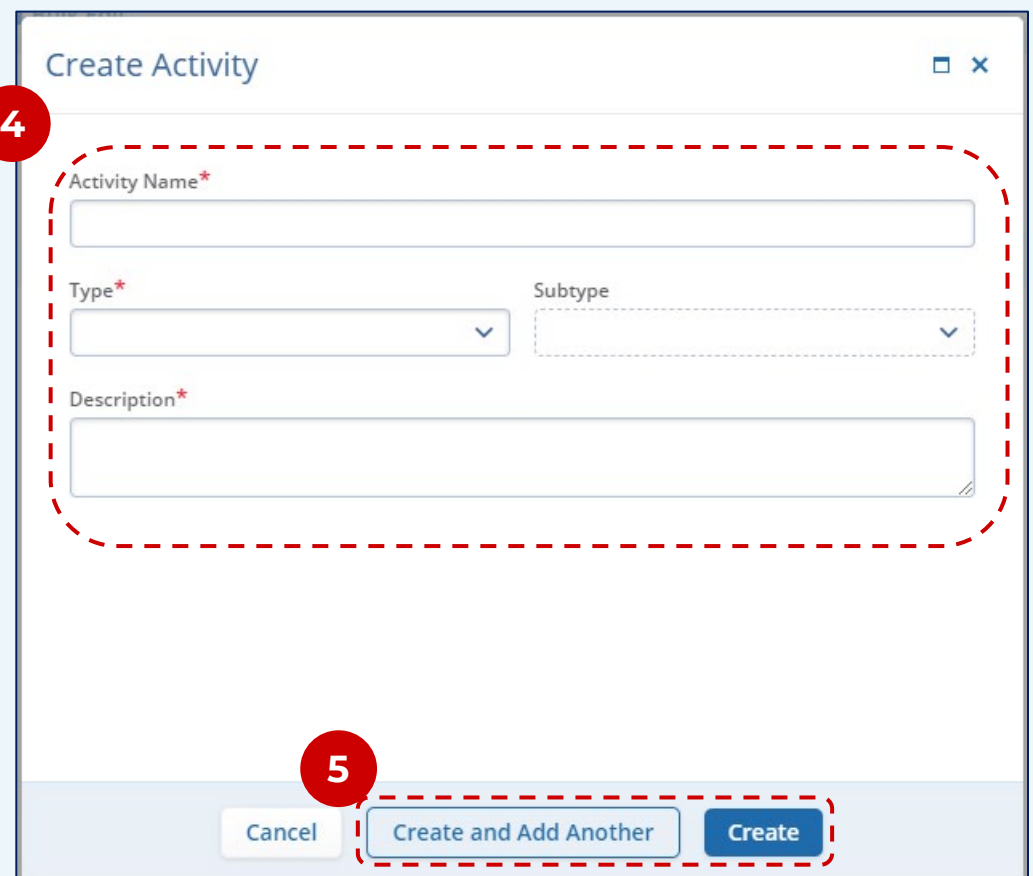**2** Select **Activities** from the navigation links at the left side of the screen.

Note: Activities can also be added via Activity Plans. Please see the associated supporting materials for applying activities via activity plans.
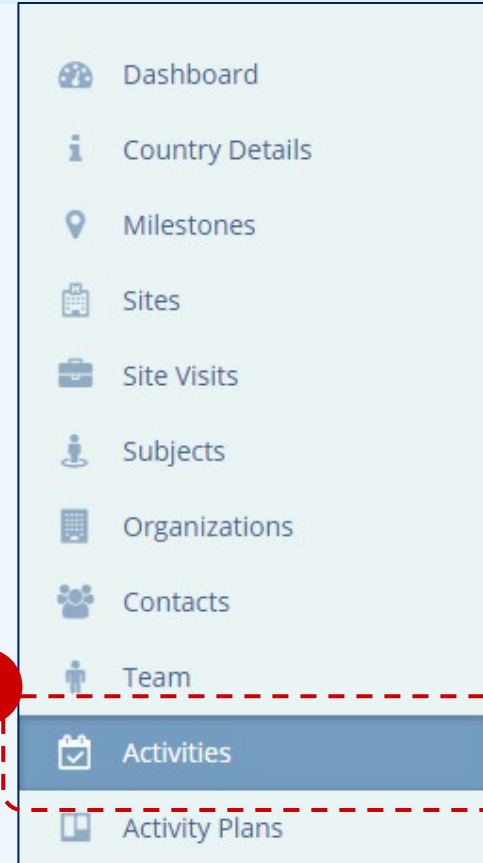
3 Press **Add** in the menu bar above the list of activities.
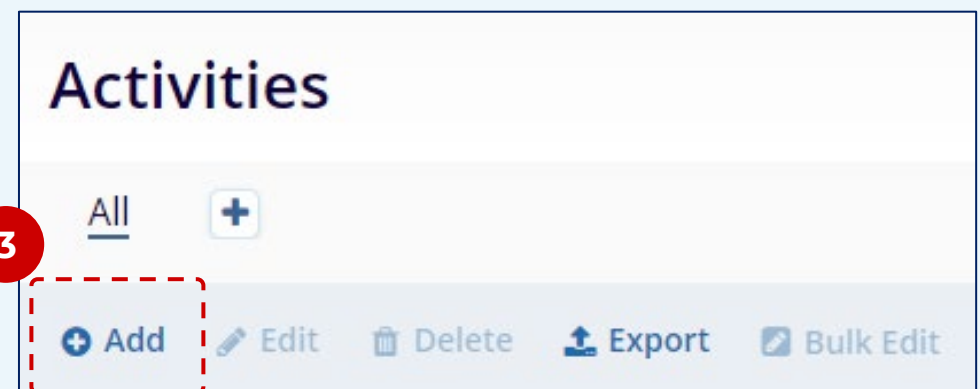
4 Fill in the required information in the **Create Activity** window that opens.

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

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