

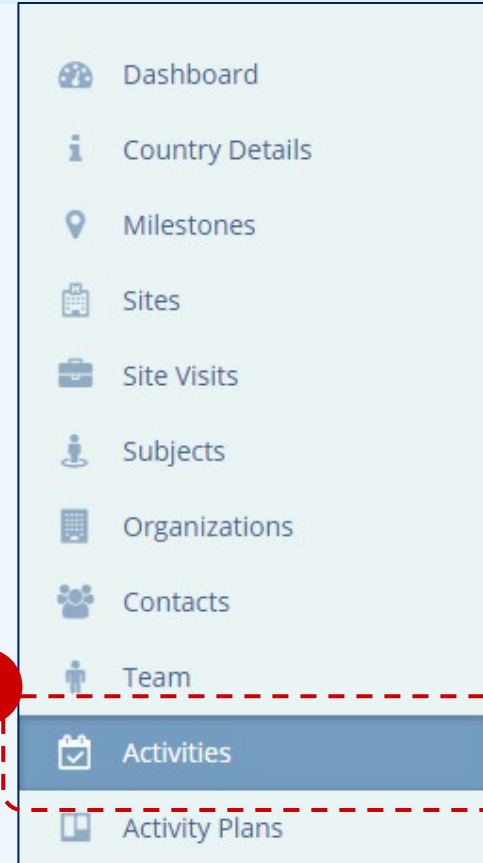
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

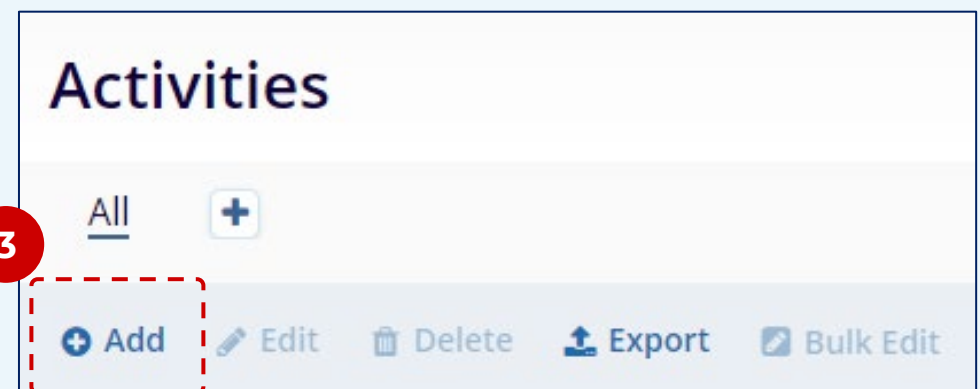
1 Log into CTMS and navigate to the Study, Country, or Site to which you need to add activities.

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

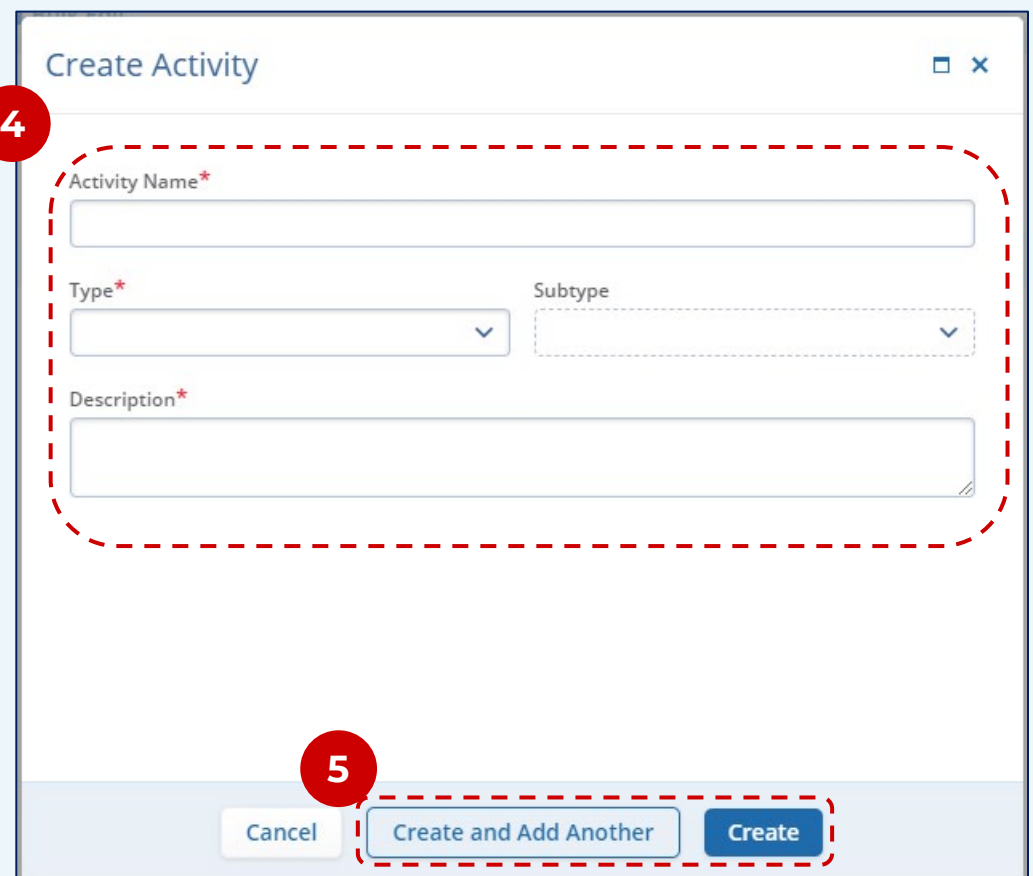
Note: Activities can also be added via Activity Plans. Please see the associated supporting materials for applying activities via activity plans.



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.



A screenshot of the 'Create Activity' form. The form has a title bar 'Create Activity' with a close button. The form fields are: 'Activity Name*' (text input), 'Type*' (dropdown menu), 'Subtype' (dropdown menu), and 'Description*' (text area). The 'Activity Name*', 'Type*', 'Subtype', and 'Description*' fields are highlighted with a red dashed box and a red circle containing the number '4' next to it. At the bottom of the form 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' next to it.

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