

How to Create a Product

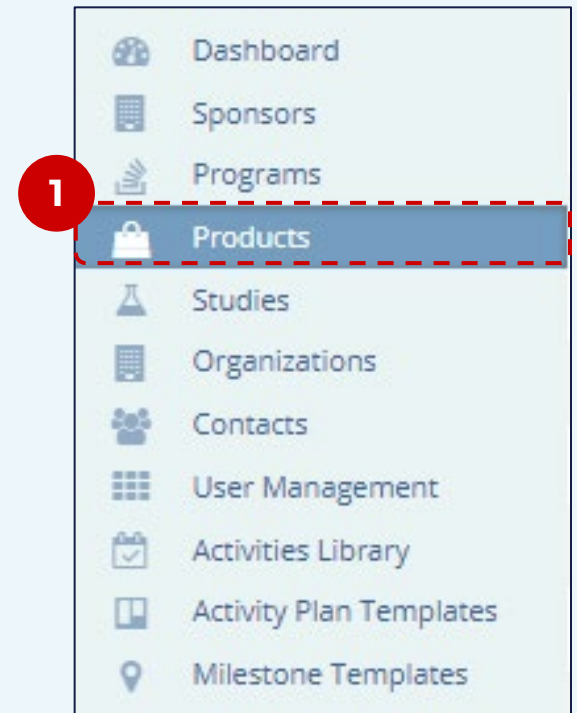
CTMS version 2.1

APPLICABLE TO:

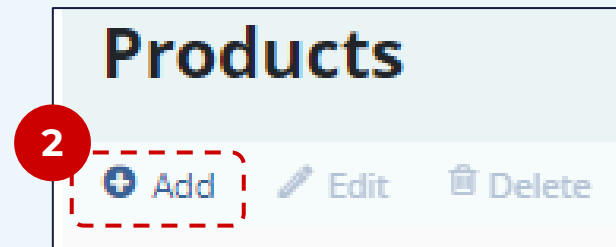
- Company Admin
- Study Manager
- CRA

Note: Please be sure that the associated Sponsor has already been created in the system. This must be done before creating a product.

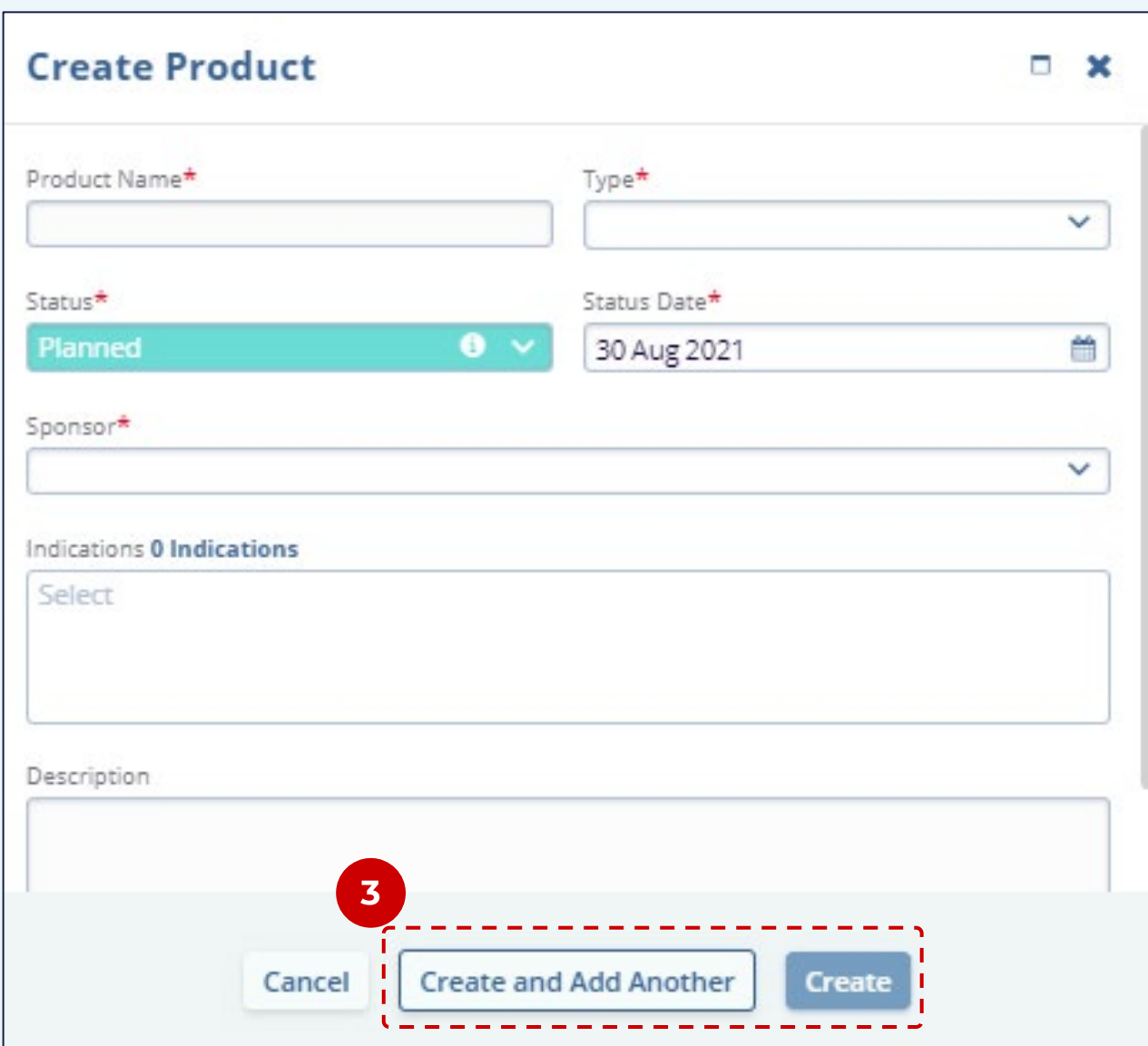
1 Log into the CTMS and click on **Products** from the menu on the left.



2 Click **Add**.



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



A screenshot of the 'Create Product' form. The form contains several fields: 'Product Name*' (text input), 'Type*' (dropdown), 'Status*' (dropdown menu with 'Planned' selected), 'Status Date*' (calendar input showing '30 Aug 2021'), 'Sponsor*' (dropdown), 'Indications 0 Indications' (text input with 'Select' placeholder), and 'Description' (text input). At the bottom, there are three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red dashed box and a red circle containing the number '3'), and 'Create'.