

How to Create a Program

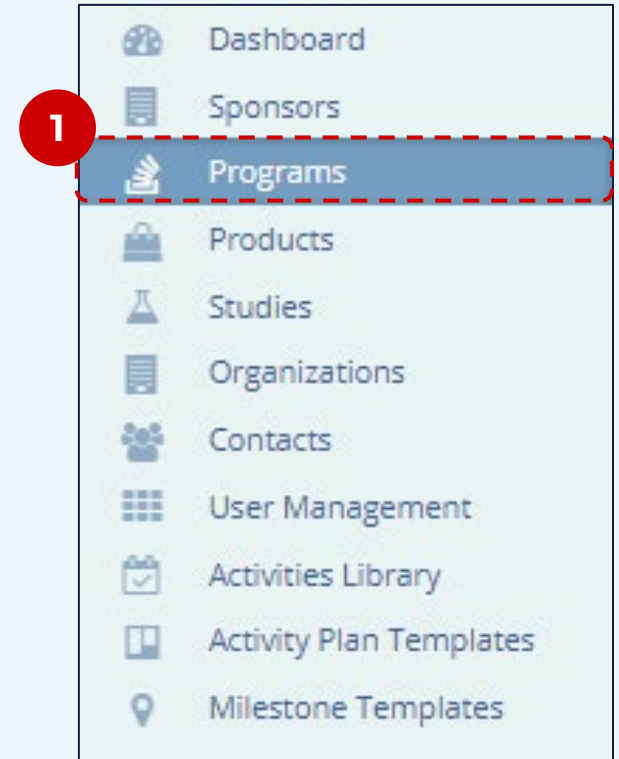
CTMS version 2.1

APPLICABLE TO:

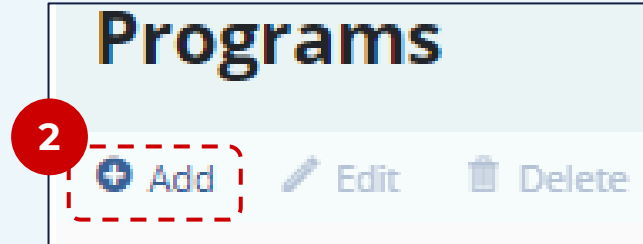
- Company Admin
- Study Manager
- CRA

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, and Products. A Description field is also present. 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 shown are 'Cancel' and 'Create'.