

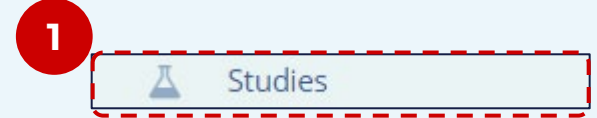
How to Create a Site

CTMS version 2.1

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

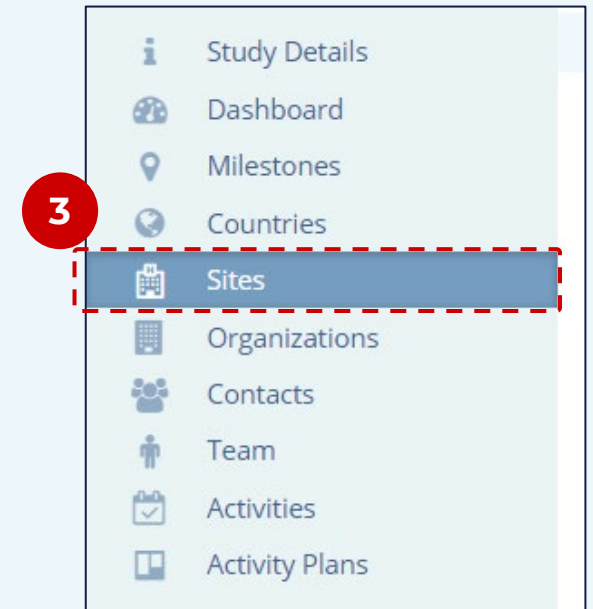
1 Log into the CTMS and click on **Studies** from the menu on the left.



2 Select and open a study by clicking on the Study name.

35 Studies 1 Selected			
2	Name	Protocol Number	Status
<input checked="" type="checkbox"/>	MM203	001202319202	PLANNED

3 Click **Sites** from the menu on the left.



4 To add a new **Site**, click **Add**.



5 Enter the Site details, then click **Create** to save, or **Create and Add Another** to add an additional site.

Create Site

General Information

Study*
Astromedia32021-1

This is a satellite site

Site Number* Principal Investigator*

Site Name

Site Organization*

Site Location*

Status* Status Date*

New 30 Aug 2021

Cancel **Create and Add Another** Create

Note: The site creation process requires that the site be associated with an organization. For standalone sites, the site itself is its own organization.