

How to Add Activities to a Subject

CTMS version 3.0

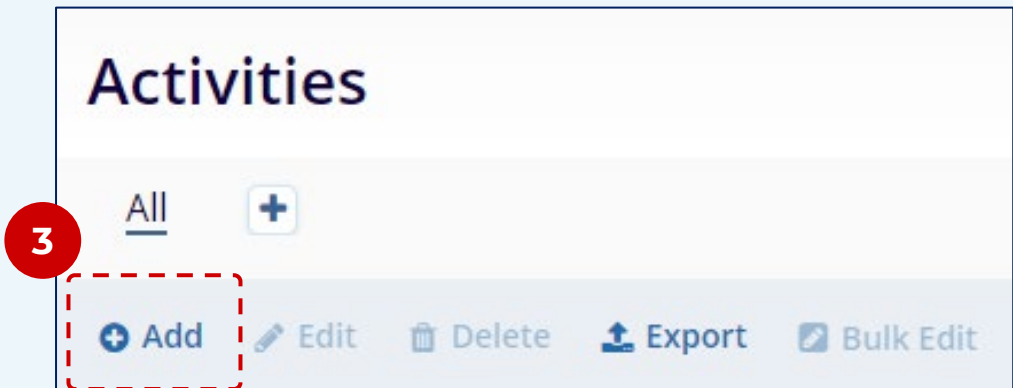
- APPLICABLE TO:
- Company Admin
 - Study Manager
 - CRA

1 Log into CTMS and navigate to the subject to which you need to add activities.

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



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**.

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

Note: The only activity types and subtypes which can be added to a subject are those which have been designated as appropriate for tracking at this level by the Company Administrators.