

How to Add a Country to a Study

CTMS version 3.0

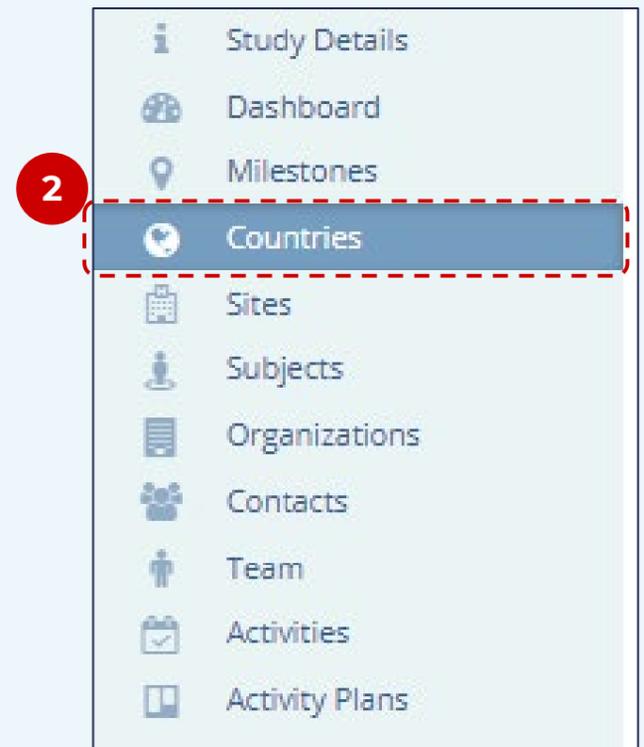
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

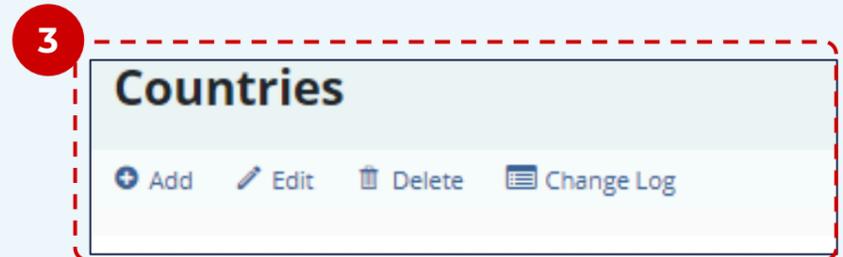
1 Log into the CTMS and click on **Studies** on the left side of the screen



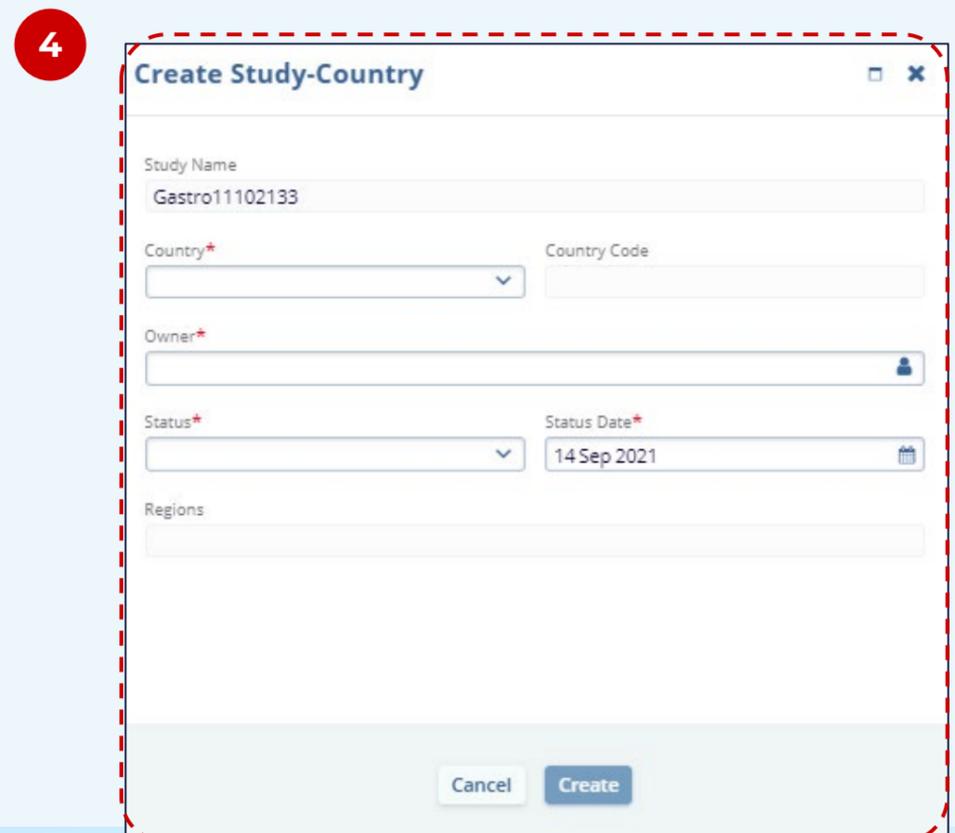
2 Click on the **Study Name** and navigate to **Countries**.



3 Click **Add** at the top to add a new country.



4 Complete the required fields, then click **Create** to add the new country.



Note: Only those countries which are active in your CTMS environment will be available for selection.

Once the country has been added, the Study Manager can begin assigning Country access rights. For instructions on how to do so, please see the related job aid.