How to Add Activities

CTMS version 3.1

TRIAL INTERACTIVE

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

**In TI's CTMS, Activities are a way of keeping track of things that need to be done as well as a way of recording events that have ocurred during the study.

For example, an activity that would need to be done would be the submission of a request for approval to a regulatory body whereas an example of an event which should be tracked might be a protocol deviation.**

1 Log into CTMS and navigate to the Study, Country, or Site to which you need to add activities.

2 Select **Activities** from the navigation links at the left side of the screen.
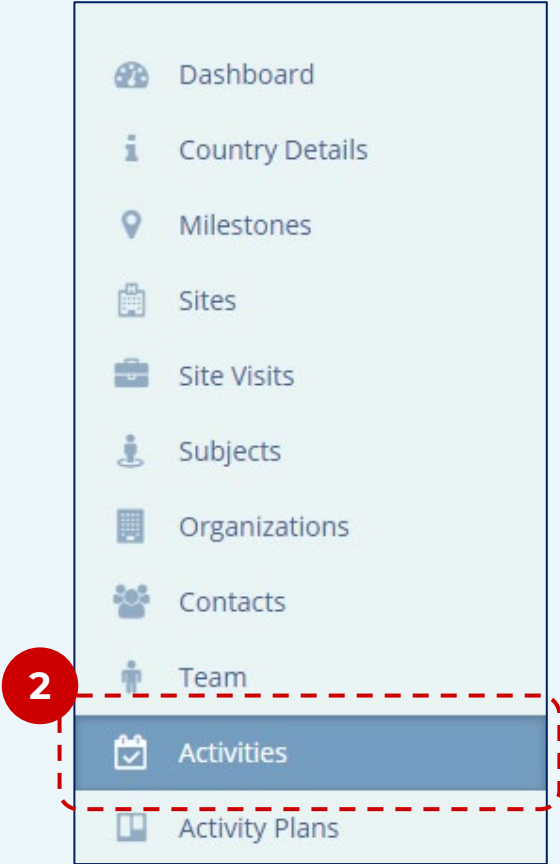
Note: Activities can also be added via Activity Plans. Please see the associated supporting materials for applying activities via activity plans.
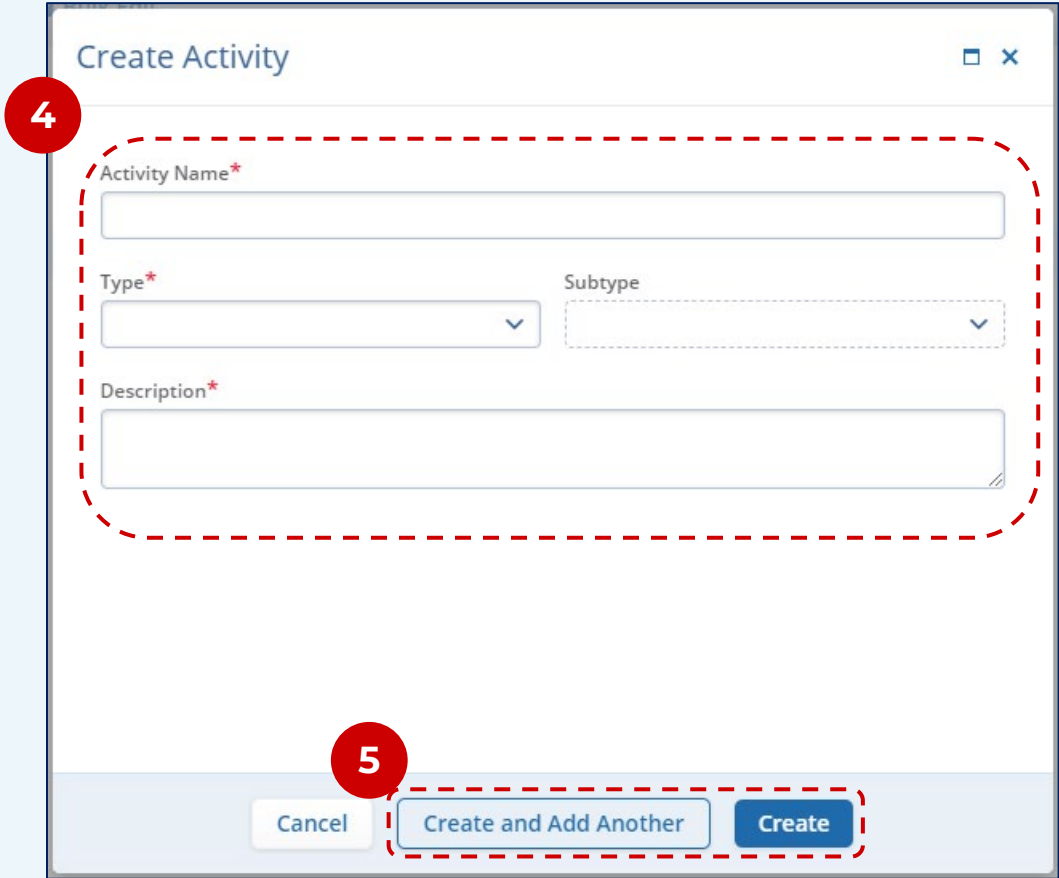
Navigation menu:
- Dashboard
- Country Details
- Milestones
- Sites
- Site Visits
- Subjects
- Organizations
- Contacts
- Team
- **2** Activities
- Activity Plans

3 Press **Add** in the menu bar above the list of activities.

Activities

All +

3 ⊕ Add ✎ Edit 🗑 Delete ⬆ Export ▣ Bulk Edit

TRIAL INTERACTIVE

4 Fill in the required information in the **Create Activity** window that opens.

5 Press **Create** or **Create and Add Another.**

Create Activity

Activity Name*

Type*

Subtype

Description*

Cancel

Create and Add Another

Create

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