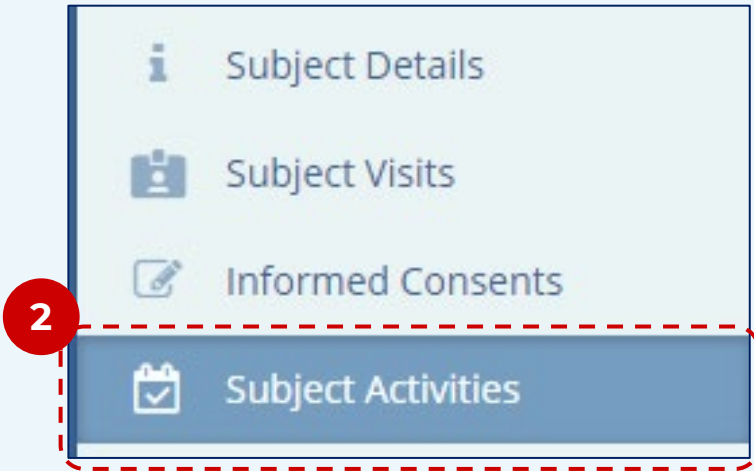


- APPLICABLE TO:
- Company Admin
  - Study Manager
  - CRA

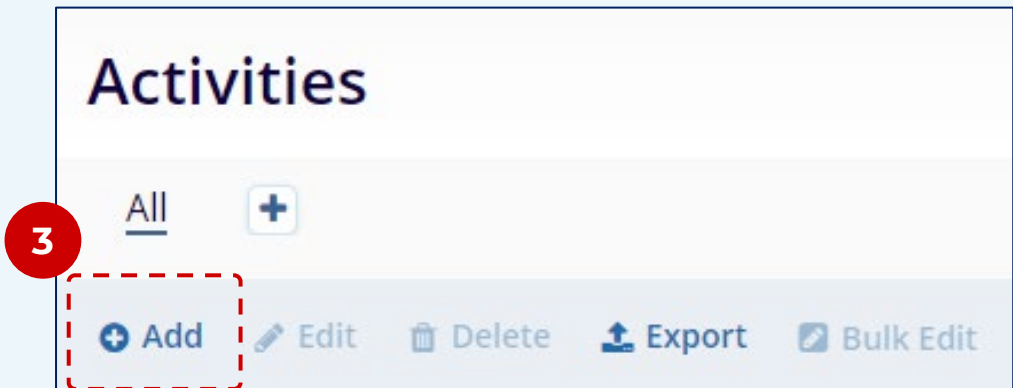
**\*\*Examples, of a subject-level activity which might be tracked could be a subject deviation or an adverse event. Items such as ICF signatures and Subject Visits are tracked in dedicated areas of the subject’s profile.\*\***

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.

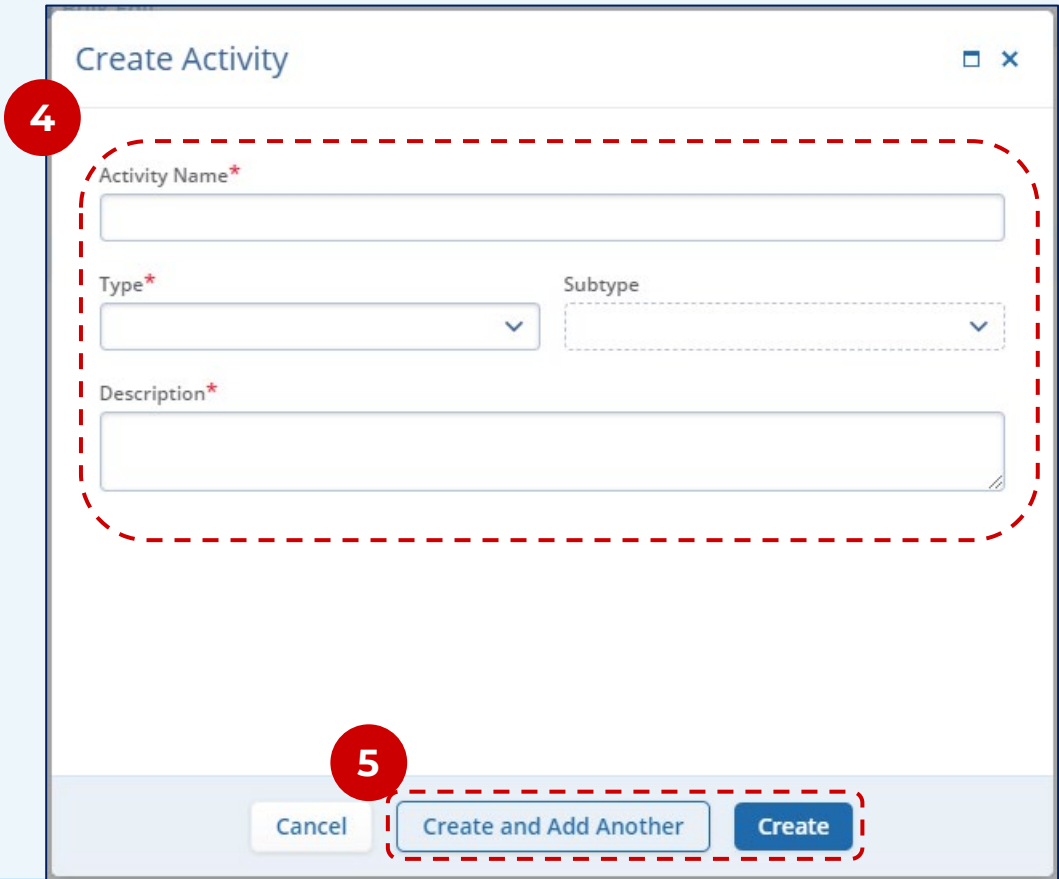


3 Press **Add** in the menu bar above the list of activities.



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. Below the title bar are four input fields: 'Activity Name\*' (a text box), 'Type\*' (a dropdown menu), 'Subtype' (a dropdown menu), and 'Description\*' (a text box). The entire form area is enclosed in a red dashed box 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 blue background and is enclosed in a red dashed box with 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.