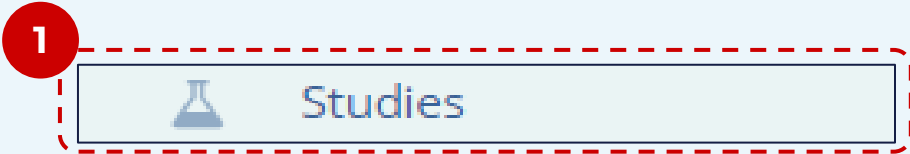


APPLICABLE TO:

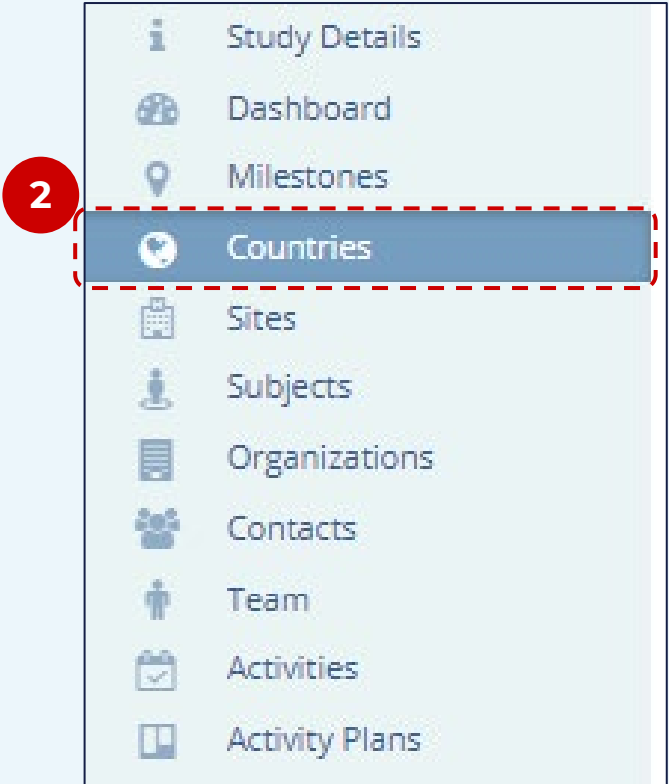
- Company Admin
- Study Manager
- CRA

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

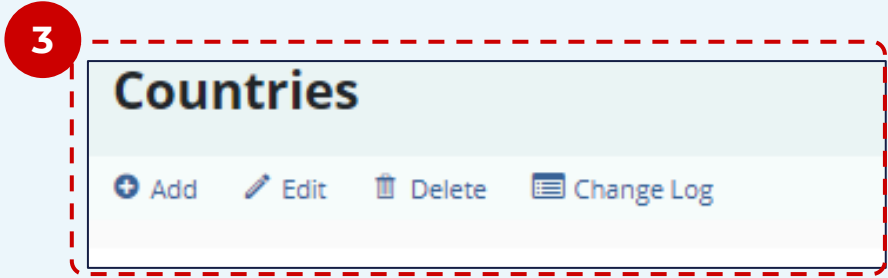


2 Click on the **Study Name** and navigate to **Countries**.

** Adding countries to your studies in the CTMS allows you to track important information such as approval status, related personnel, and important contacts. Also, it allows you to accurately track which sites are located in the country for easy reference in case a country-specific update is required such as a country-specific update to the Informed Consent Form or Protocol.**



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.

