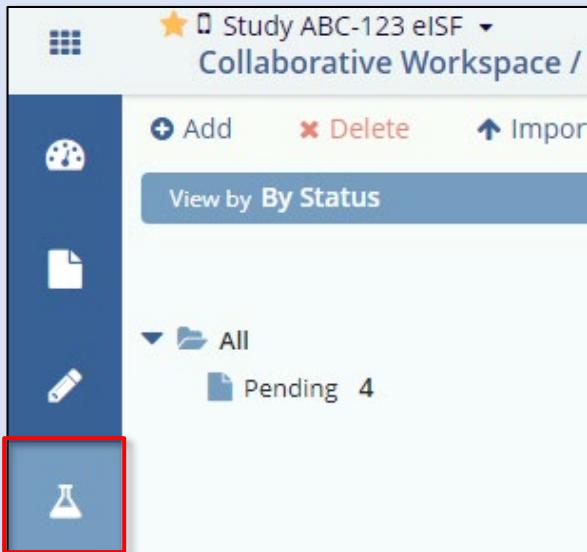


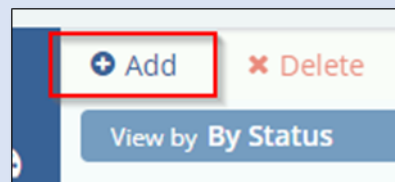
**APPLICABLE TO:**

- Administrators
- Room Managers
- Editors
- Readers
- Collaborate
- eISF



**1. In Collaborative Workspace, select the Sites module.**

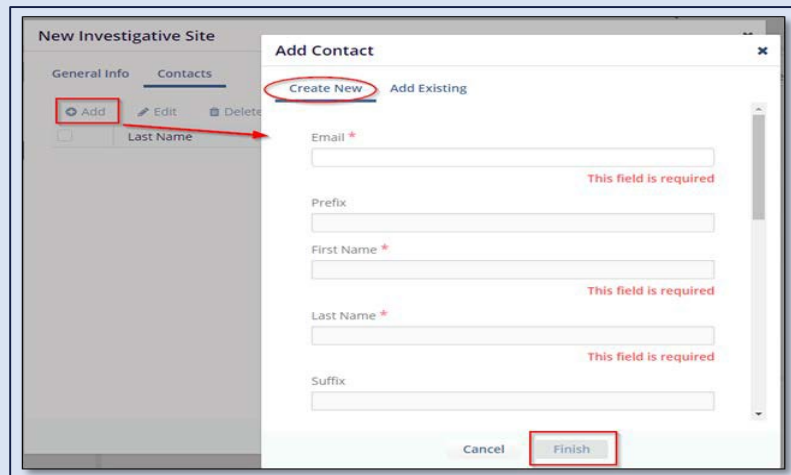
**2. Click Add above the grid.**



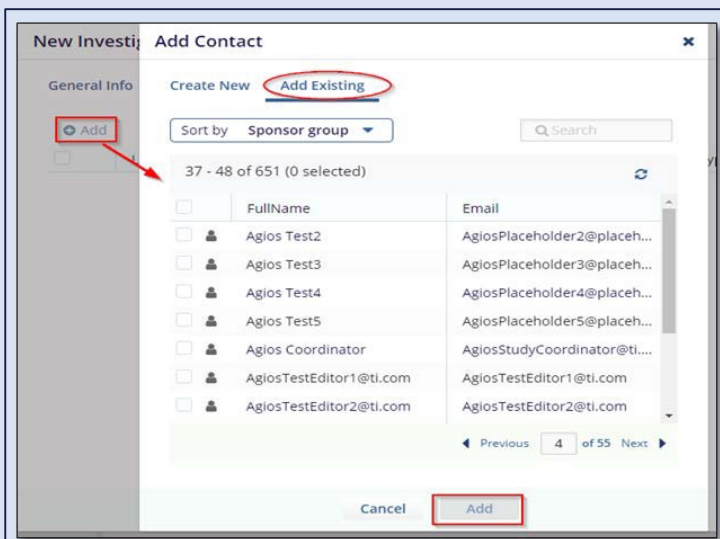
**3. Complete the required fields for the New Investigative Site.**

Site information fields can be added or modified later

4. A Principal Investigator must be added to create the site. Click **Add** in the **Contacts** dashlet and choose **Create New** or **Add Existing**.



If creating a new contact, complete all required fields. Check **Provide Documents** if essential documents have been assigned to this Contact type. Click **Finish** when done.



5. Click **Add Existing** to add an existing contact. Select the contact and click **Finish**.

See related job aid: [How to Assign Contacts to Sites](#).

6. The site will appear in the grid under **Pending**.

