TRIAL INTERACTIVE

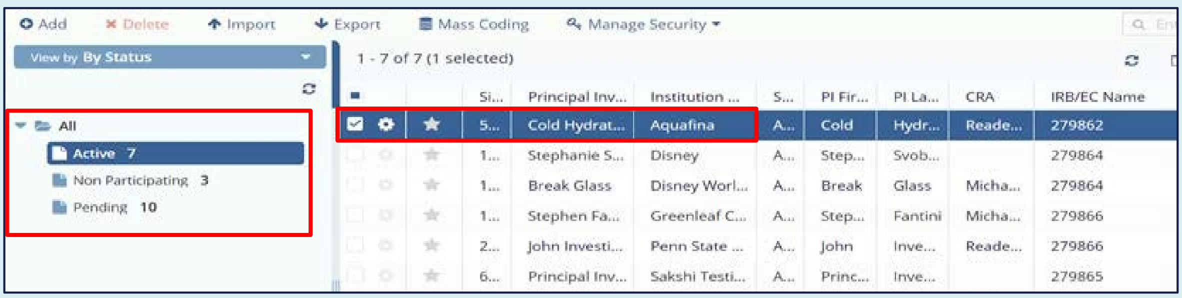
# How to Assign Contacts to Sites
# TI v 10.4

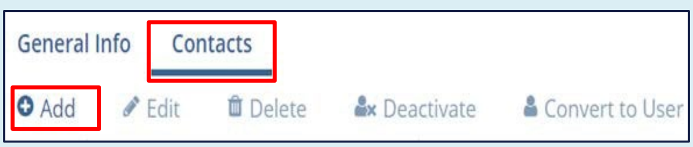
**APPLICABLE TO:**

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers
- ● eTMF
- ● Study Start-Up
- ○ myTI

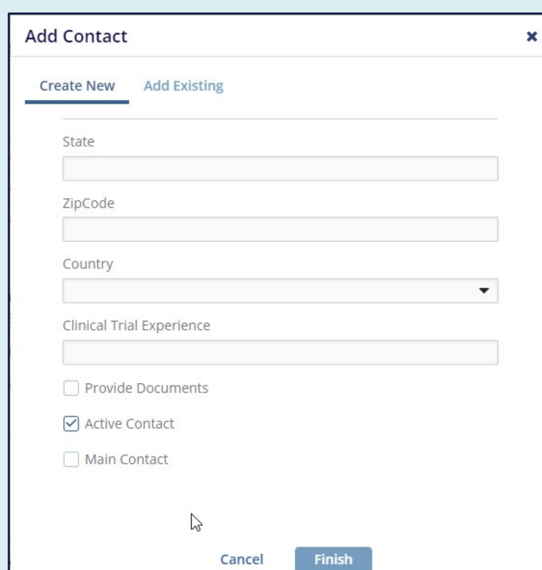
1. Log in to a room and navigate to the **Sites** module

2. Select the site to which you want to add contacts to, using the *View Selector* pane on the left.




3. In the *Site* pane (bottom pane), click **Contacts** then click **Add**




4. Fill in the required information.

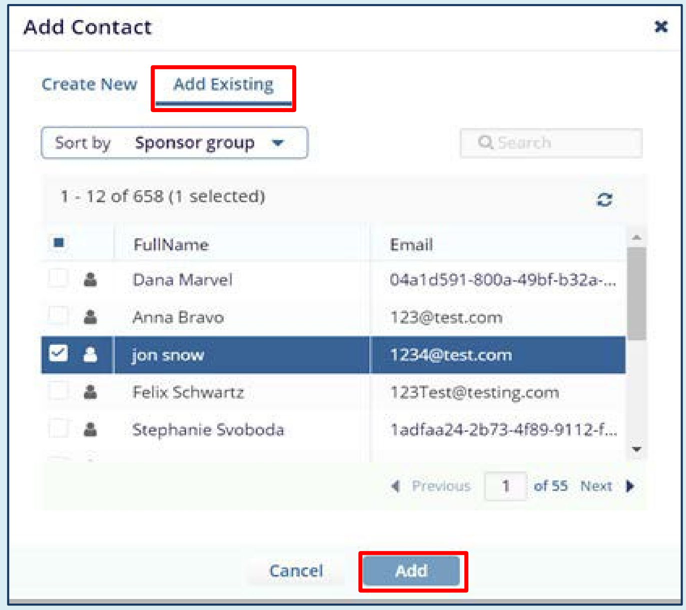
5a. Check **Provide Documents** if essential documents have been assigned to this Contact Type.

Click **Finish** to save the new contact.

5b. To add previously created contacts, click **Add Existing.**

Select the contact from the Sponsor Group or Investigative Site Group.

Click **Add.**




6. When finished adding Contacts, click **Save.**