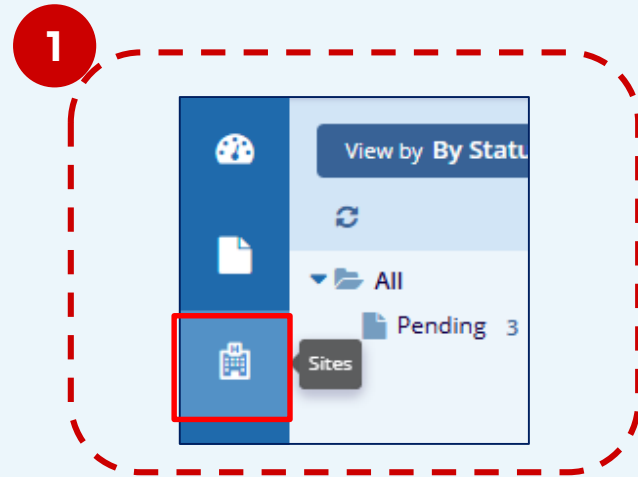


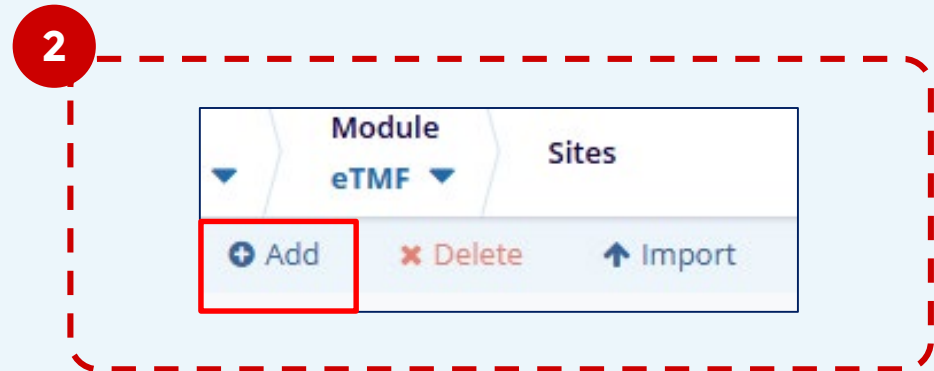
APPLICABLE TO:

- Admin
 - Manager
 - Editor
 - Reader
- eTMF

1 Log into a room and navigate to the **Sites Module**

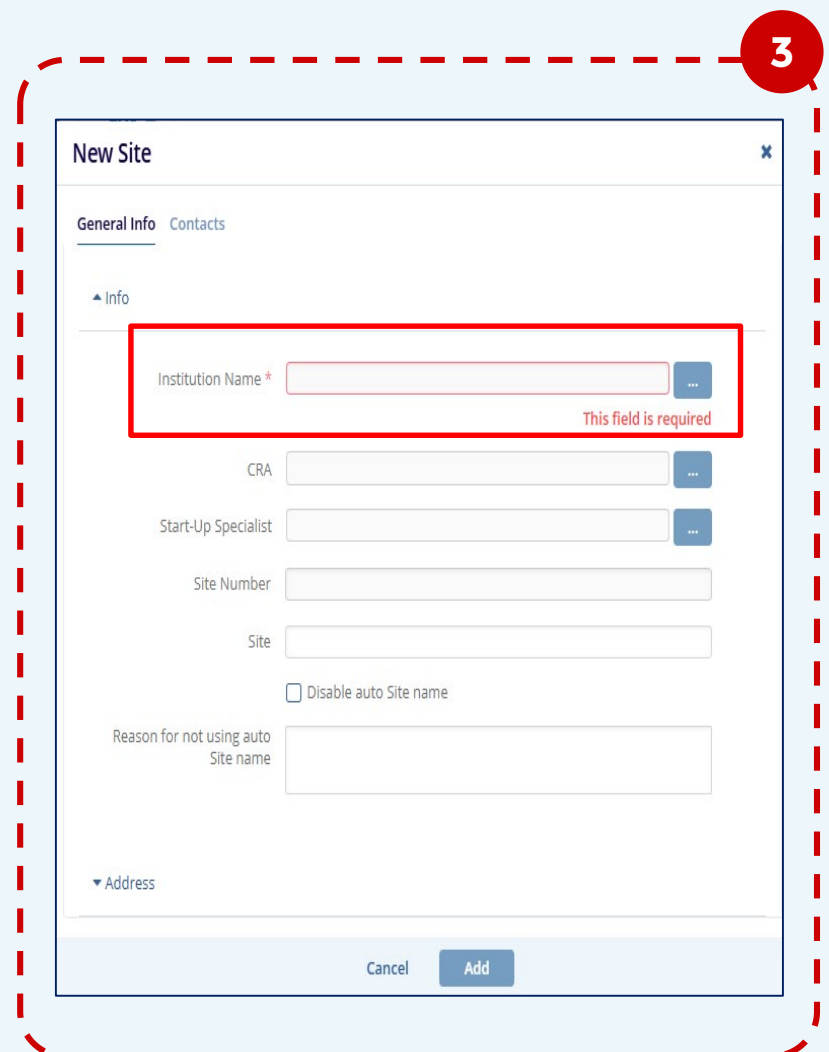


2 Click **Add** above the grid

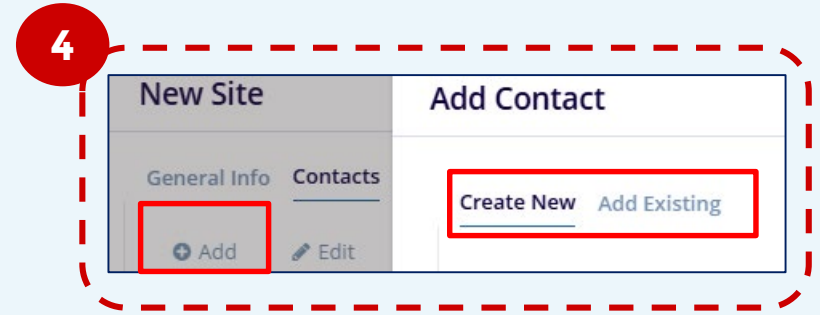


3 Complete the required fields for your new **Investigative Site**

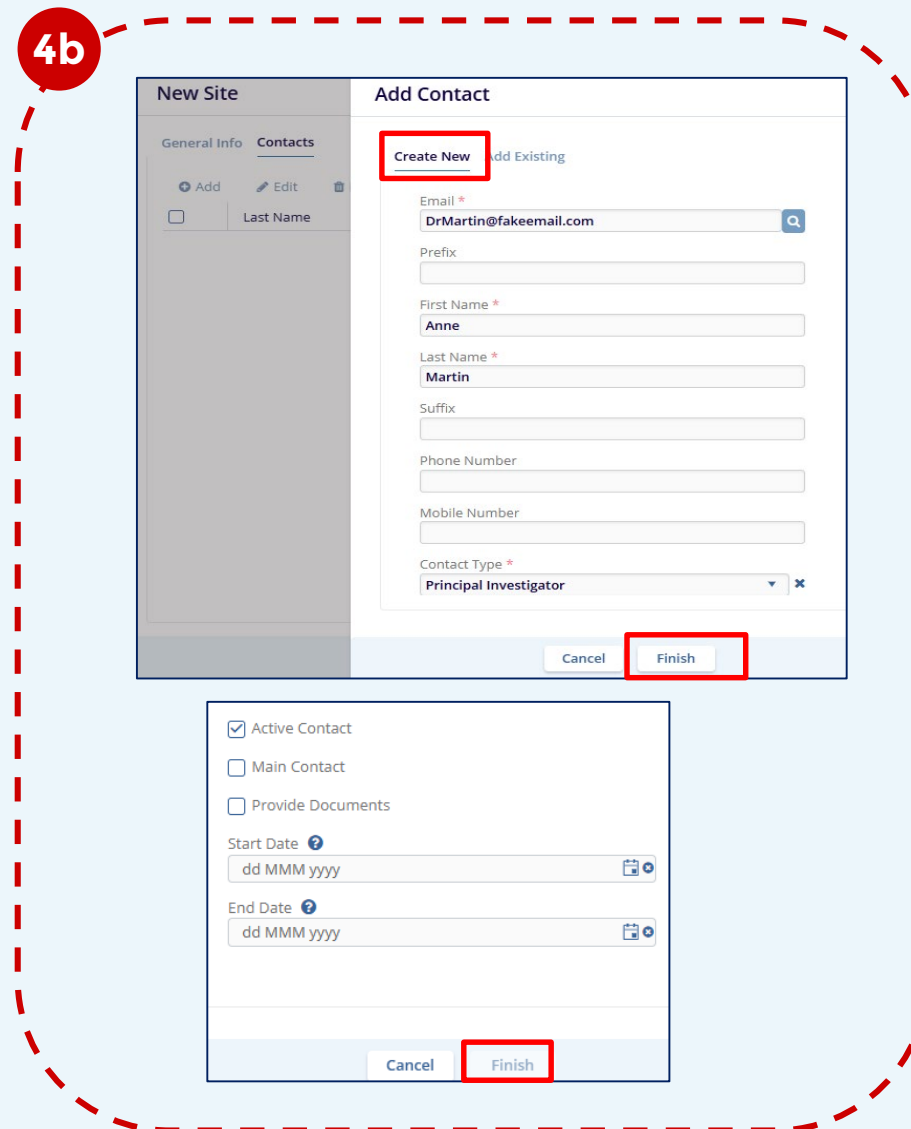
Note: Additional site information fields can be added or modified later



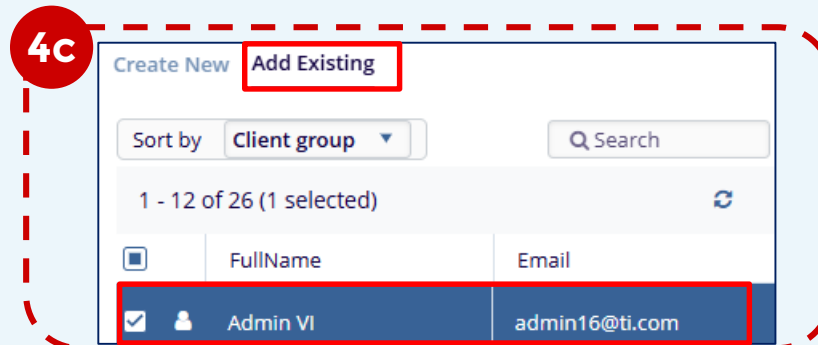
4 A **Principal Investigator** must be added in order to create a site. Click **Add** under the **Contacts** dashlet, then choose **Create New** or **Add Existing**.



4b 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.



4c Under **Add Existing**, choose one from the pool of existing contacts for the room. Select the contact and click **Add Contact**.



5 The new site will appear in the grid under **Pending**.

