

How to Create a Contact

CTMS version 2.0

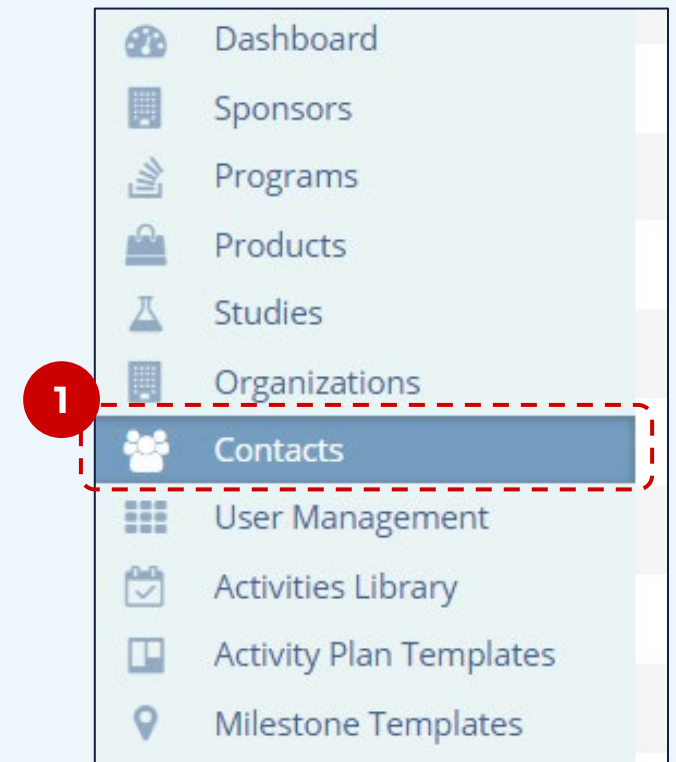
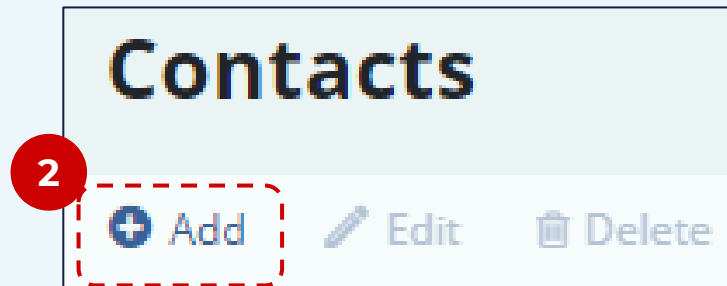
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

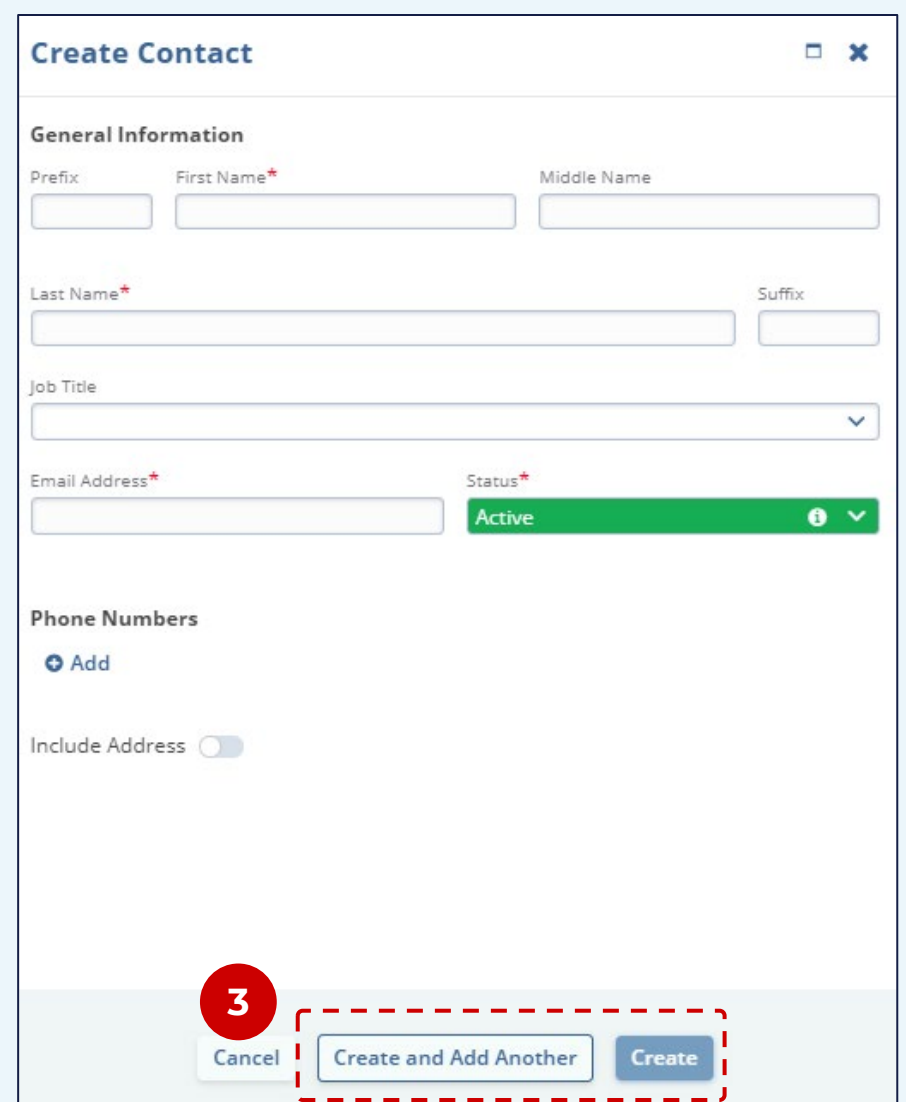
Note: This process may be carried out from multiple locations (Global Contacts, Organization Contacts, Study Contacts, etc.) but the process remains the same.

1 Log into the CTMS and click on **Contacts** from the menu on the left.

2 Click **Add**.



3 Enter the Contact's details, then click **Create** when finished, or **Create and Add Another** to add an additional contact.



A screenshot of the 'Create Contact' form. The form is titled 'Create Contact' and has a close button in the top right corner. It is divided into sections: 'General Information' with fields for Prefix, First Name*, Middle Name, Last Name*, and Suffix; Job Title (a dropdown menu); Email Address* and Status* (a dropdown menu with 'Active' selected); 'Phone Numbers' with an 'Add' button; and 'Include Address' (a toggle switch). At the bottom of the form, there are three buttons: 'Cancel', 'Create and Add Another', and 'Create'. The 'Create and Add Another' and 'Create' buttons are highlighted with a red dashed box and a red circle containing the number '3'.