

# How to Create a Contact

CTMS version 2.1

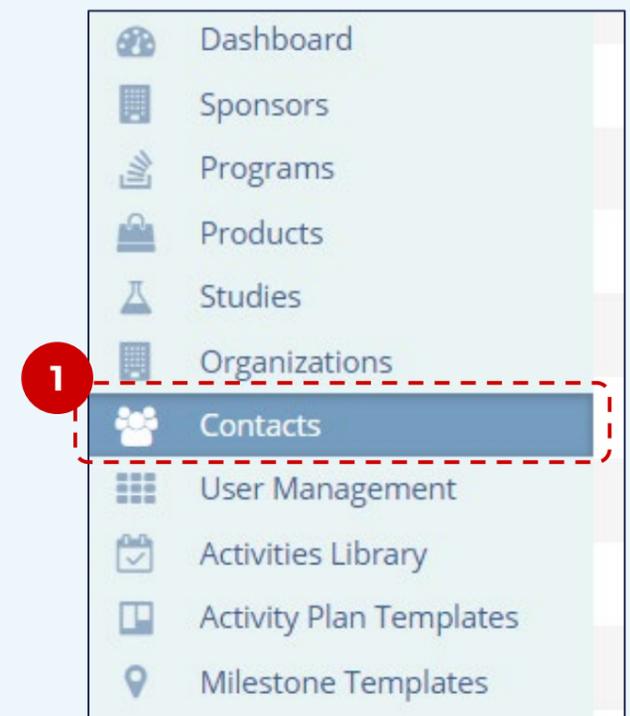
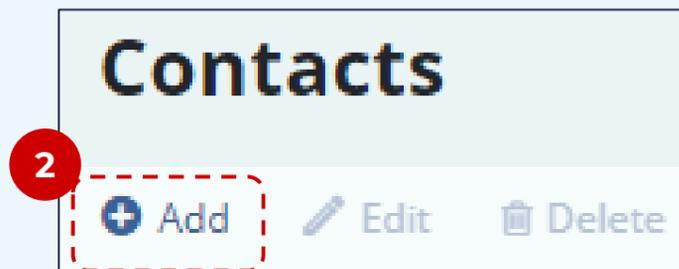
## APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

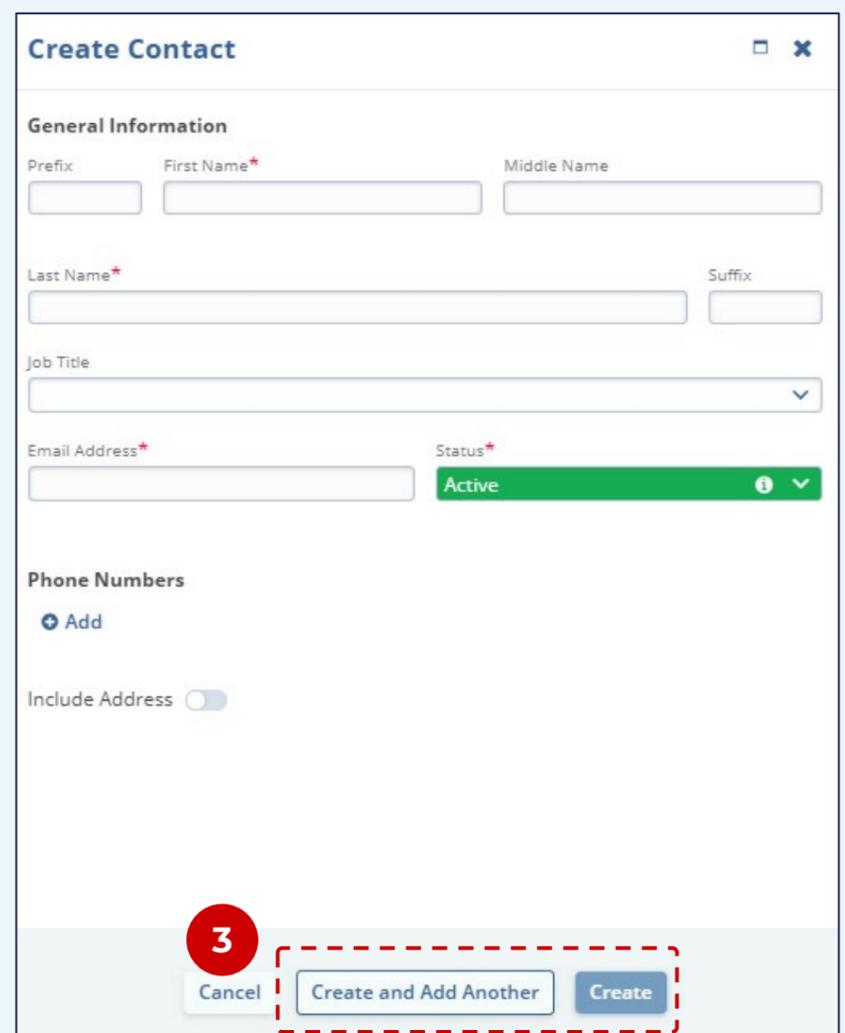
**Note:** This process may be carried out from multiple locations (Global Contacts, Organization Contacts, Study Contacts, etc.) but the process remains the same.

**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.



**Create Contact**

**General Information**

Prefix  First Name\*  Middle Name

Last Name\*  Suffix

Job Title

Email Address\*  Status\* **Active**

**Phone Numbers**

Add

Include Address

**3**