TRIAL INTERACTIVE

APPLICABLE TO:

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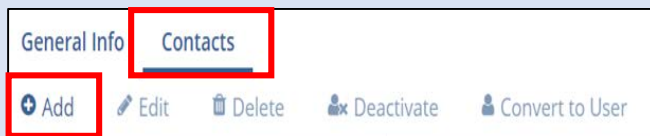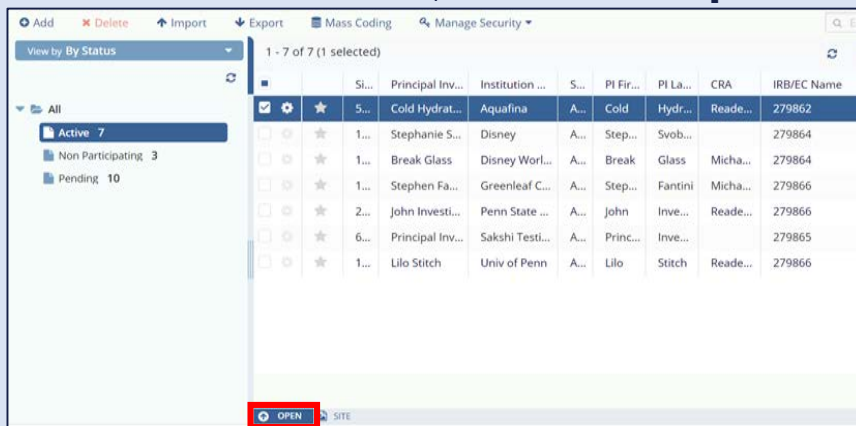- ● Study Start-Up
- ○ myTI

1. Login to the room and navigate to the **Sites** module on the left

   Find the site to which you want to add contacts.

   Click on a folder to populate the grid with sites.
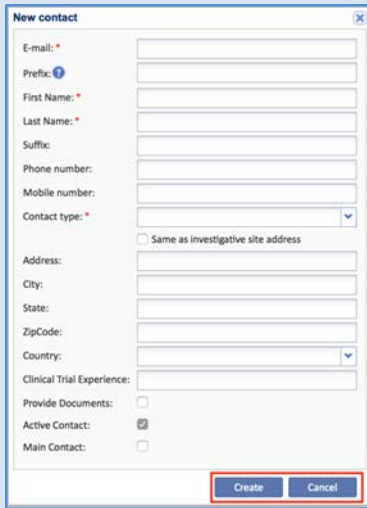
2. Select the site, then click **Open**

3a. Click **Contacts** then click **Add**

Fill in the required information.

Check **Provide Documents** if essential documents have been assigned to this Contact Type.
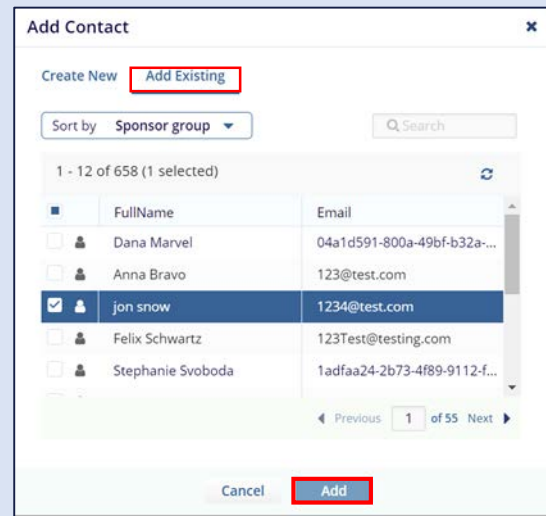
Click **Create** to save the new contact.

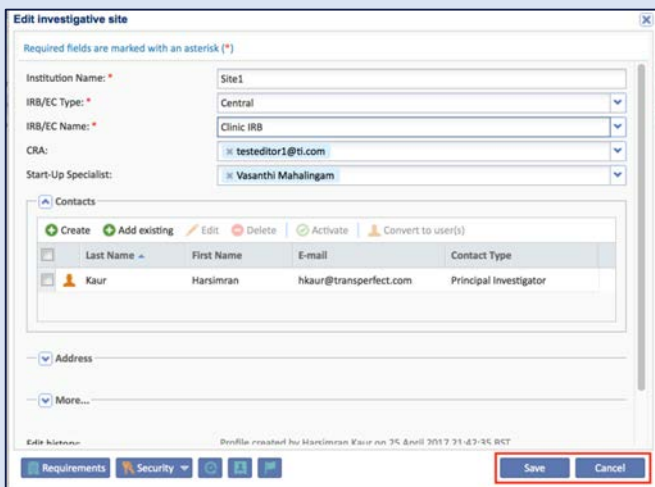3b. To add previously created contacts, click **Add Existing.**

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

Click **Add.**

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