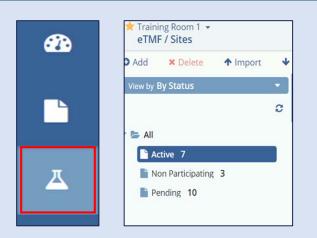
# T R I A L INTERACTIVE

# How to Assign Contacts to Sites TI v 10.1

APPLICABLE TO:	Administrators	• eTMF
	Editors	Study Start-Up
	O Readers	O myTl



- 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**

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## T R I A L INTERACTIVE

### How to Assign Contacts to Sites TI v 10.1

ew contact		×
E-mail: *		
Prefix: 🚯		
First Name: *		
Last Name: *		
Suffix:		
Phone number:		
Mobile number:		
Contact type: *	<b>v</b>	
	Same as investigative site address	
Address:		
City:		
State:		
ZipCode:		
Country:	×	
Clinical Trial Experience:		
Provide Documents:		
Active Contact:	2	
Main Contact:		
	Create Cancel	1
	Create Cances	J

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.** 

equired fields are marked with an	astensk (*)					
nstitution Name: *	Site1					
RB/EC Type: *	Central	Central				
RB/EC Name: *	Clinic IRB	Clinic IRB				
RA:	× testeditor	1@ti.com	*			
art-Up Specialist:	🛛 Vasanthi M	Aahalingam	*			
🖾 🧘 Kaur	Harsimran	hkaur@transperfect.com	Principal Investigator			
V Address						
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4. When finished adding Contacts, click **Save.** 

