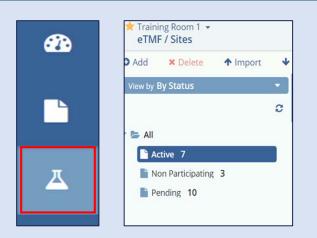
T R I A L INTERACTIVE

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**

| O Add 🗙 Delete 🛧 Im | port 🔸 | Export | 🛢 Ma | ss Codi | ng 🔍 Manag | e Security 🕶 | | | | | Q, E | 0 |
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TI v10.1 Oct. 2020 Page 1 of 2

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: * | v | |
| | 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 | | | | | | |
| | | f hy Hardman Kaur on 35 Anril 2 | | | | |



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

