

APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

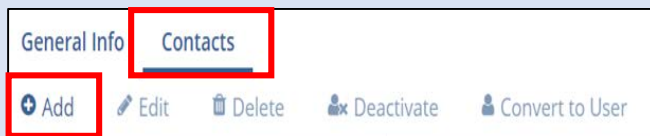
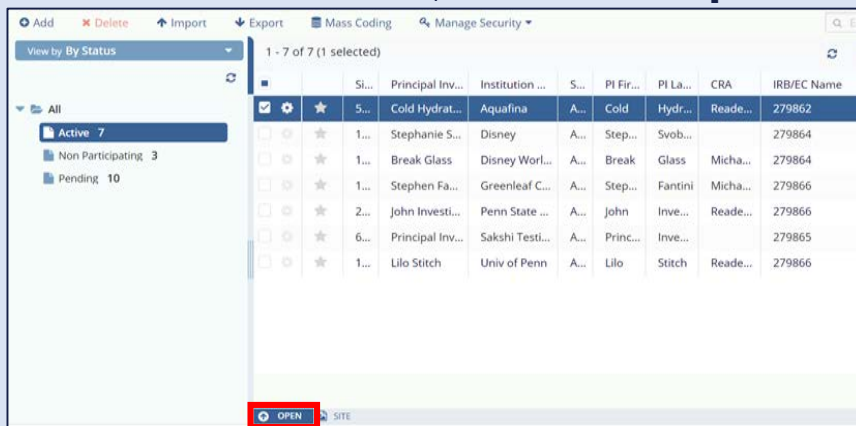


1. Login to the room and navigate to the **Sites** module on the left

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**

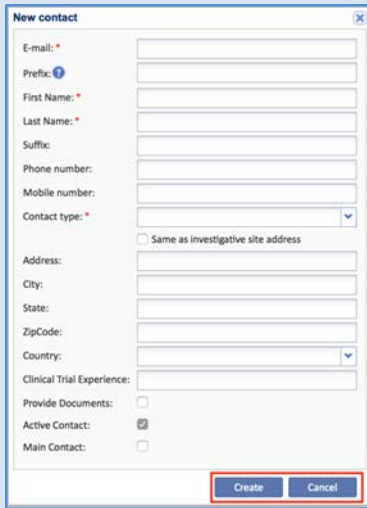


3a. Click **Contacts** then click **Add**

Fill in the required information.

Check **Provide Documents** if essential documents have been assigned to this Contact Type.

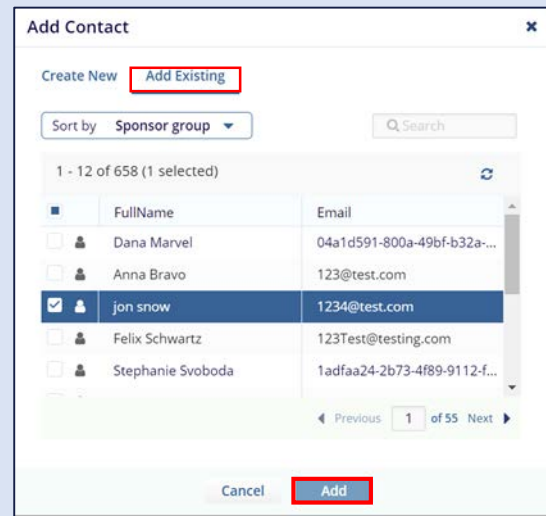
Click **Create** to save the new contact.



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

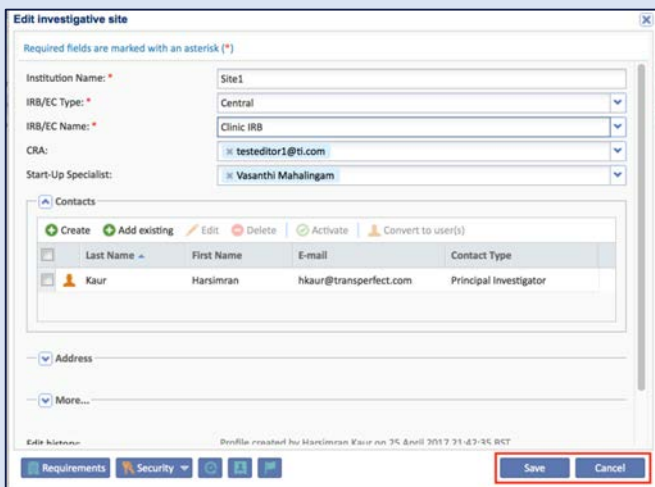
Select the contact from the Sponsor Group or Investigative Site Group.

Click **Add**.



	FullName	Email
<input type="checkbox"/>	Dana Marvel	04a1d591-800a-49bf-b32a-...
<input type="checkbox"/>	Anna Bravo	123@test.com
<input checked="" type="checkbox"/>	jon snow	1234@test.com
<input type="checkbox"/>	Felix Schwartz	123Test@test.com
<input type="checkbox"/>	Stephanie Svoboda	1adfaa24-2b73-4f89-9112-f...

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



Last Name	First Name	E-mail	Contact Type
Kaur	Harsimran	hkaur@transperfect.com	Principal Investigator