

3. Complete the required fields for the **New Investigative Site**.

Site information fields can be added or modified later

TRANSPERFECT

Cancel

Disable auto Site name

General Info Contacts

Institution Name*

Site Number

name

IRB/EC Name *

Reason for not using auto Site

CRA Start-Up Specialist

Info

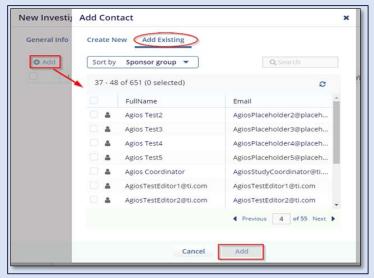
T R I A L INTERACTIVE

How to Create a Site in the eTMF TI v 10.1

4. A Principal Investigator must be added to create the site. Click **Add** in **Contacts** and choose **Create New** or **Add Existing.**

Seneral Info Contacts	Add Contact
	Create New Add Existing
Add Edit Delete Last Name	Email *
	This field is required
	Prefix
	First Name *
	This field is required
	This field is required
	Cancel Finish

If creating a new contact, complete all required fields. Check **Provide Documents** if essential documents have been assigned to this Contact type. Click **Finish** when done.



5. Click **Add Existing** to add and existing contact. Select the contact and click **Finish.**

See related job aid: How to Assign Contacts to Sites.

6. The site will appear in the grid under **Pending**.

Jane Smith Bayshore H... A... Jane



TI v10.1 Oct. 2020 Page 2 of 2