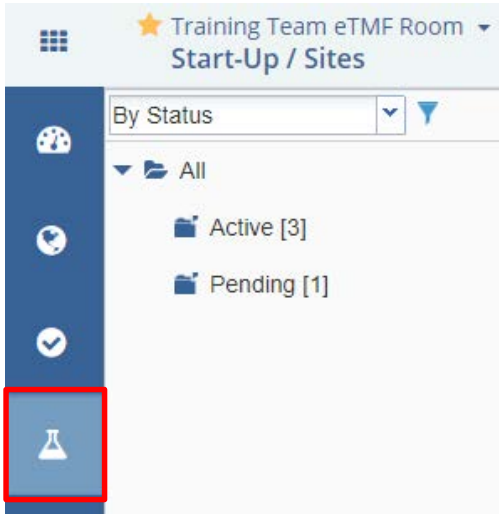


Applicable to:  Administrators  Editors  Readers  eTMF  Study Start-up



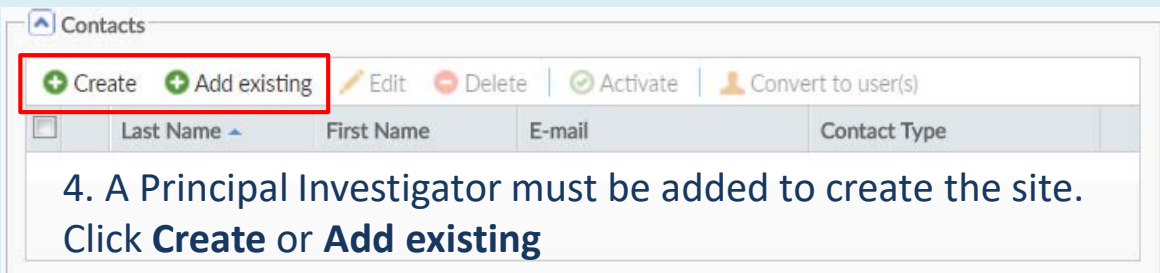
1. Navigate to **Start-Up** and select the **Sites** module.

2. Click **Add** above the grid.



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

Additional fields can be added or modified later.



4. A Principal Investigator must be added to create the site. Click **Create** or **Add existing**

5. If creating a new contact, complete all required fields.

Check **Provide Documents** if required/essential documents have been assigned to this Contact type.

Click **Create** when done.

Last Name	First Name	E-mail	Contact Type
Mouse	Mickey	mickey.mouse@optimalsite...	Principal Investigator
Mouse	Minnie	minnie.mouse@optimalsite...	Study Coordinator

6. Repeat steps to add additional site staff if necessary.

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

Click **Create**.

7. The site profile record will appear in the grid under **Pending Sites**.

<input type="checkbox"/>	Jane Smith	Bayshore H...	A...	Jane
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For any additional assistance, click ...

Help Guide