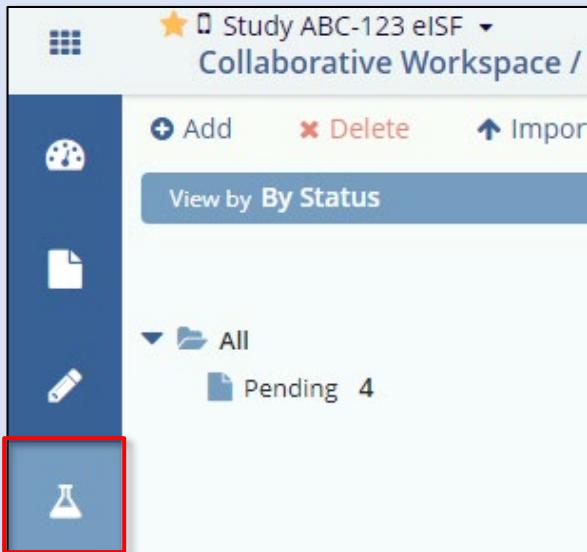


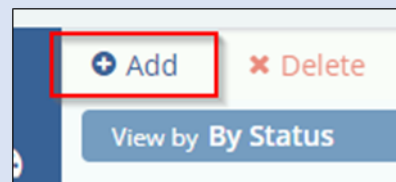
APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers
- Collaborate
- eISF



1. In Collaborative Workspace, select the Sites module.

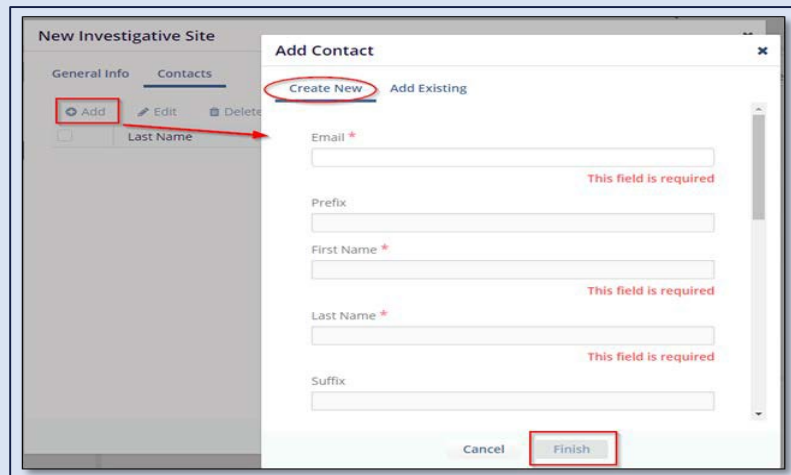
2. Click Add above the grid.



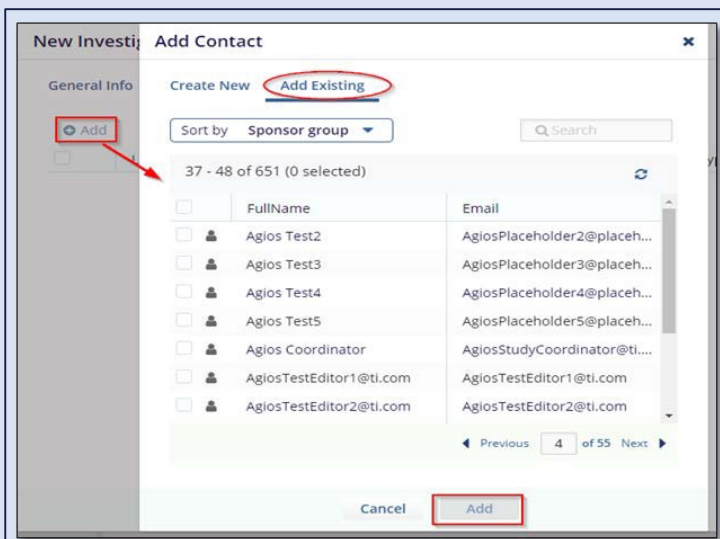
3. Complete the required fields for the New Investigative Site.

Site information fields can be added or modified later

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



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 an 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**.

