T R I A L INTERACTIVE		TI v 10.4
APPLICABLE IO:	Iministrators From Managers itors Fraders Frad	t-Up

- 1. Log in to a room and navigate to the Sites module
- 2. Select the site to which you want to add contacts to, using the *View Selector* pane on the left.

View by By Status 👻		1 - 7 0	f7(1 s	elected))						C
0		i i	-	Si	Principal Inv	Institution	S	PI Fir	PI La	CRA	IRB/EC Name
- 🖕 All		•	*	5	Cold Hydrat	Aquafina	A	Cold	Hydr	Reade	279862
Active 7	: E	1.9	*	1	Stephanie S	Disney	A	Step	Svob		279864
Non Participating 3	Ċ.		*	1	Break Glass	Disney Worl	A	Break	Glass	Micha	279864
Pending 10	E		sk.	1	Stephen Fa	Greenleaf C	A	Step	Fantini	Micha	279866
	10		ste	2	John Investi	Penn State	A	John	Inve	Reade	279866
	1.00		*	6	Principal Inv	Sakshi Testi	A	Princ	Inve		279865

General Info Contacts		Contacts		
• Add	J Edit	🛱 Delete	& Deactivate	🛔 Convert to User

4. Fill in the required information.

5a. Check **Provide Documents** if essential documents have been assigned to this Contact Type.

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

3. In the *Site* pane (bottom pane), click **Contacts** then click **Add**

丒

dd Contact	×
Create New Add Existing	
State	
ZipCode	
Country	
Country	-
Clinical Trial Experience	
Provide Documents	
Active Contact	
🗌 Main Contact	
L3	
Cancel Finish	

77 TRANSPERFECT

TI v10.4 November 2022 Page 1 of 2

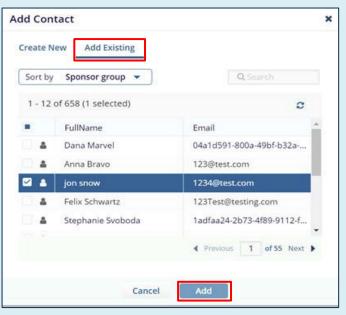
T R I A L INTERACTIVE

How to Assign Contacts to Sites TI v 10.4

5b. To add previously created contacts, click **Add Existing**.

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

Click Add.



6. When finished adding Contacts, click Save.

[_		· · · · · · · · · · · · · · · · · · ·
∠ * Expa	•	_		
Genera	l Info Contacts	Site Specific Requirements		
• Add	🖋 Edit 🗴 🛍 Delete 🛛 🕹 D	eactivate 🔒 Convert to User		
	Last Name	First Name	Email	Contact Type
	Potter	Harry	hpotter@ti.com	Principal Investigator 🔹
	Fakeperson	Ashley	Fakeemail@fakestuffemail.com	Sub-Investigator 🔹
	Doe	Jane	2707e260-4b7c-409f-a698-68d	•
Cance	I			Save Save & Next