TRIAL INTERACTIVE

APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

- ● eTMF
- ● Study Start-Up
- ○ myTI

1. Log into a room and navigate to the **Sites** module

2. Select the site to which you want to add contacts to from the folders on the left.
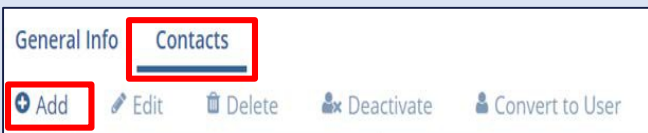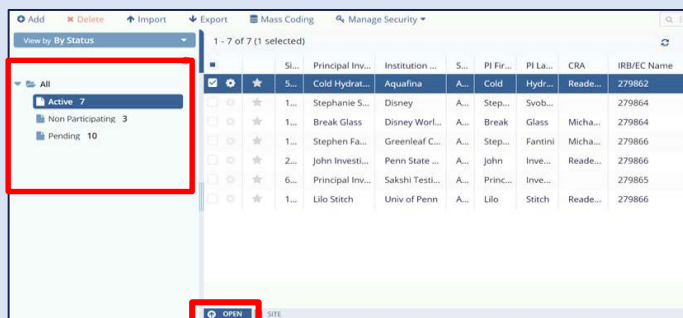
3. In the bottom pane, click **Contacts** then click **Add**

4. Fill in the required information.

5a. Check **Provide Documents** if essential documents have been assigned to this Contact Type.
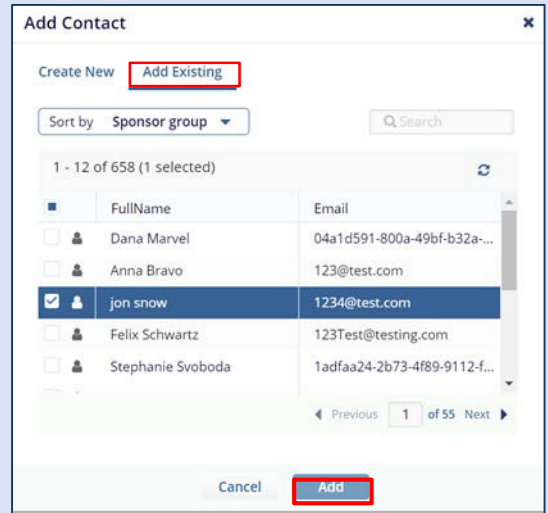
Click **Finish** to save the new contact.

TRANSPERFECT

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.