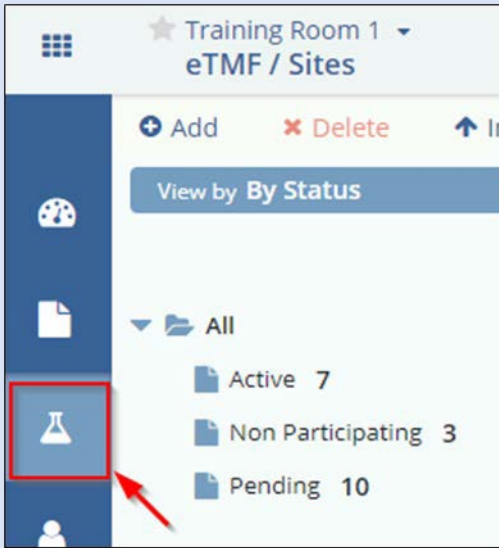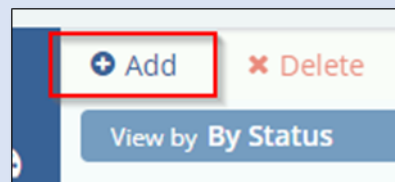**TRIAL INTERACTIVE**

APPLICABLE TO:

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

- ● eTMF
- ○ Study Start-Up
- ○ myTI

1. Navigate to the eTMF and select the Sites module.
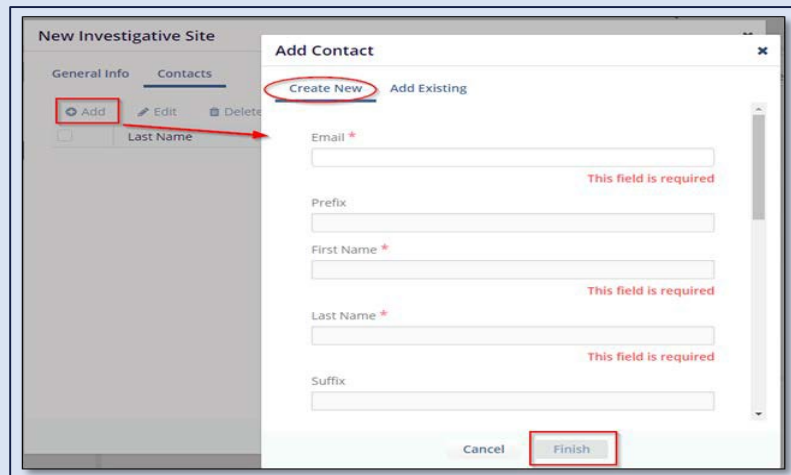
**2. Click Add above the grid.**

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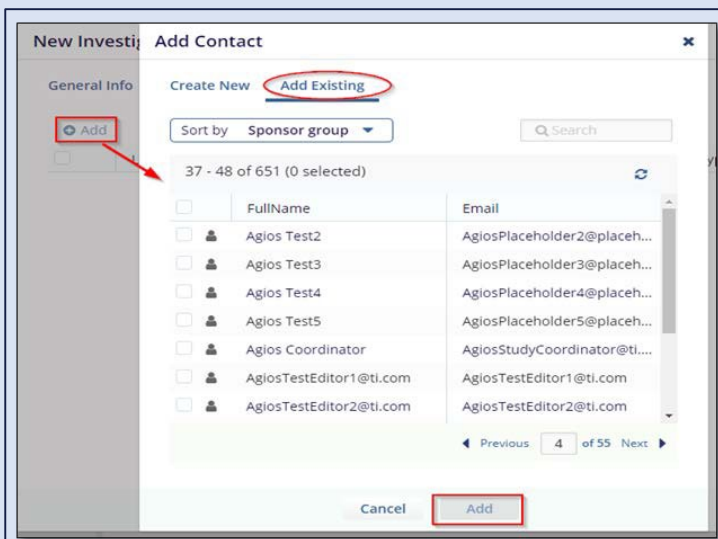
5. Click **Add Existing** to add and existing contact. Select the contact and click **Finish.**

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

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