

# How to Create a Site in TI Collaborate

TI version 10.8

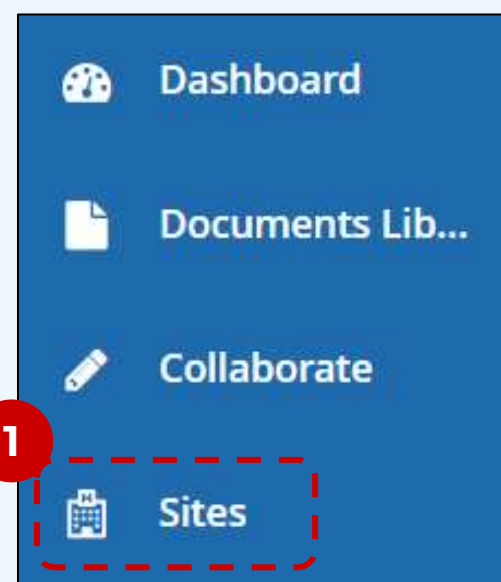
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- Collaborate
- eISF

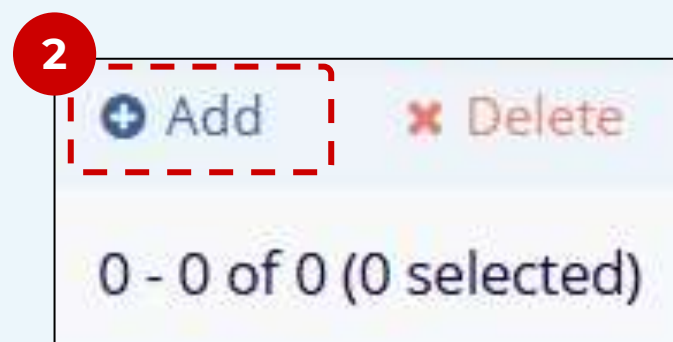


While this feature is presented with its standard name of 'Sites' here, it can take other names depending on room customization. For example, you could have 'Studies' or 'Offices'.

**1** Within the Collaborative Workspace, navigate to **Sites**.



**2** In the ribbon above the sites list, click **Add**.



**3** Fill in the Site card. Only a **Name** and selecting an **IRB** are required, but all fields are important.



Most fields can also be edited after site creation.

Info

**3a** Institution Name \* Site 1 ...

CRA ...

Start-Up Specialist ...

Site Number

Site

Disable auto Site name

Reason for not using auto Site name

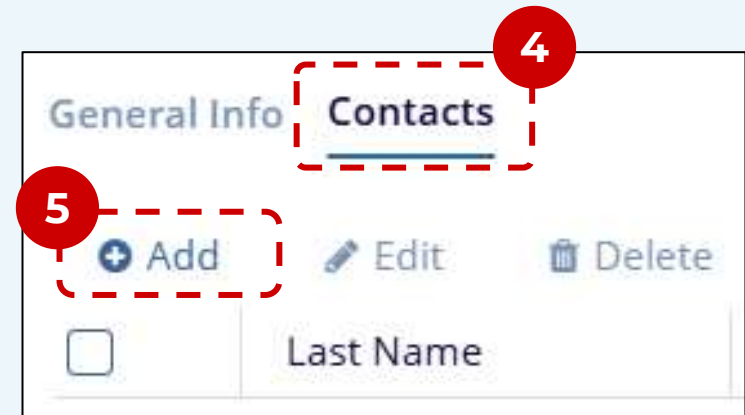
**3b** Main IRB/EC Name \* ...

This field is required

**4** After completing the General Info section, switch to **Contacts**.

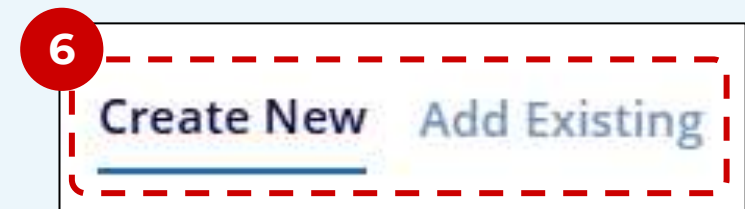


At least one 'main' contact is required and for clinical sites this is a Principal Investigator.

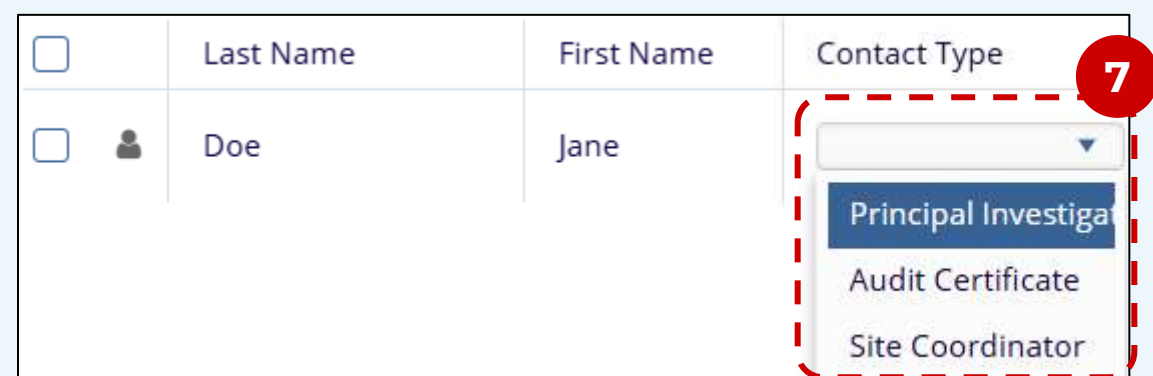


**5** Click on **Add**.

**6** Either **Create** a new profile or select from **Existing** contacts.



**7** After setting the contact, assign it a role. For your first contact, you should use Principal Investigator or equivalent



**8** Confirm site creation by clicking **Add** at the bottom of the window.

