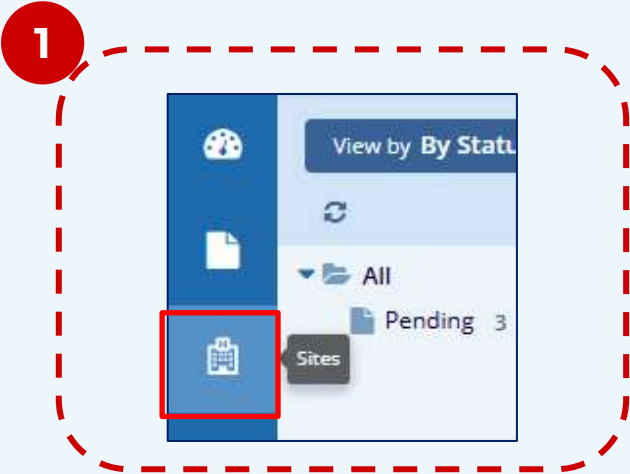


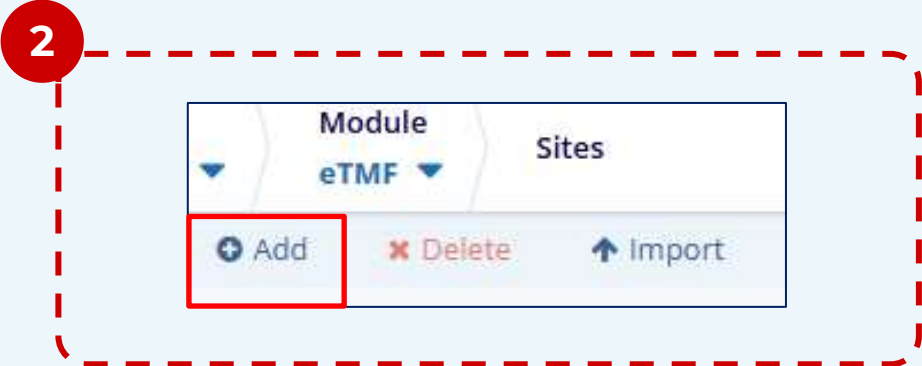
APPLICABLE TO:

- ☒ Admin
- ☒ Manager
- ☒ Editor
- ☐ Reader
- ☒ eTMF

1 Log into a room and navigate to the **Sites Module**

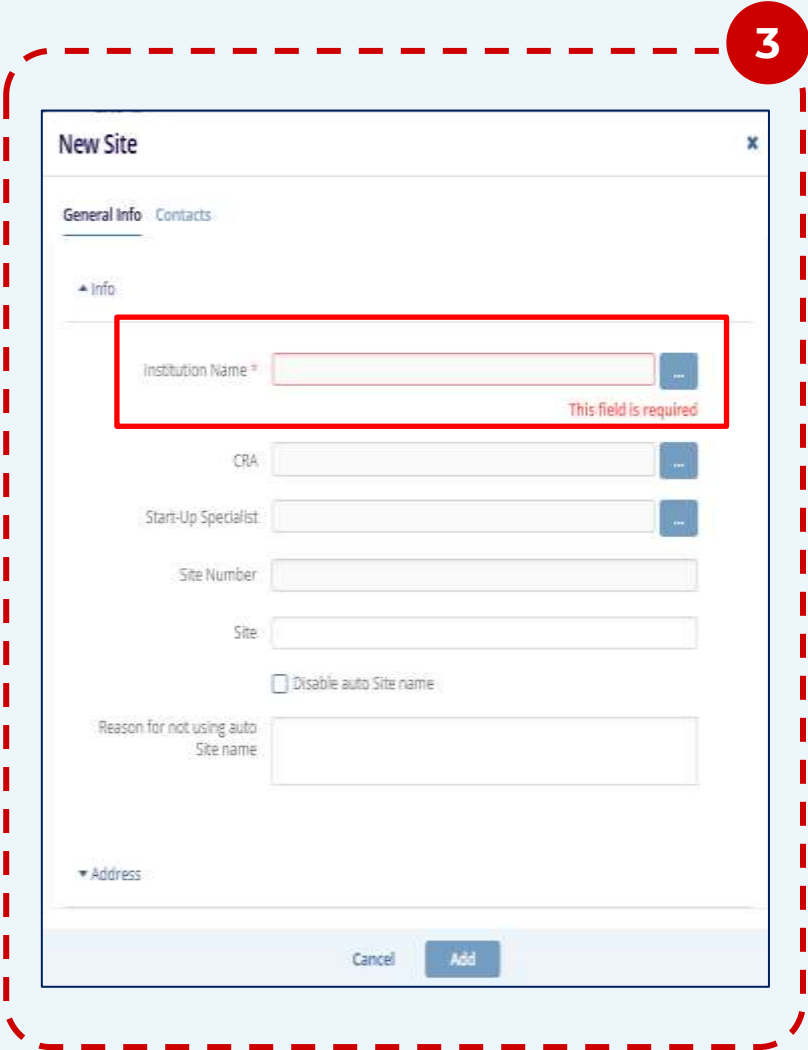


2 Click **Add** above the grid

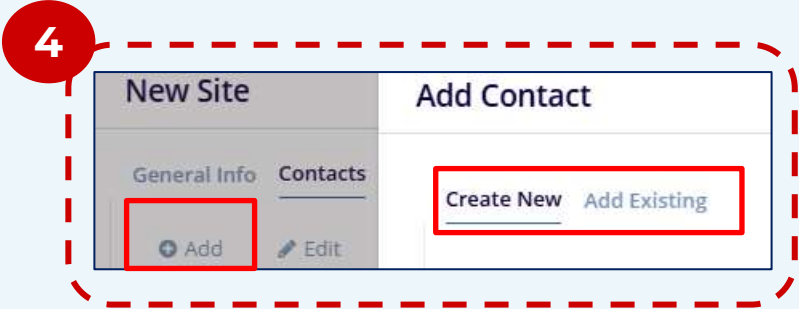


3 Complete the required fields for your new **Investigative Site**

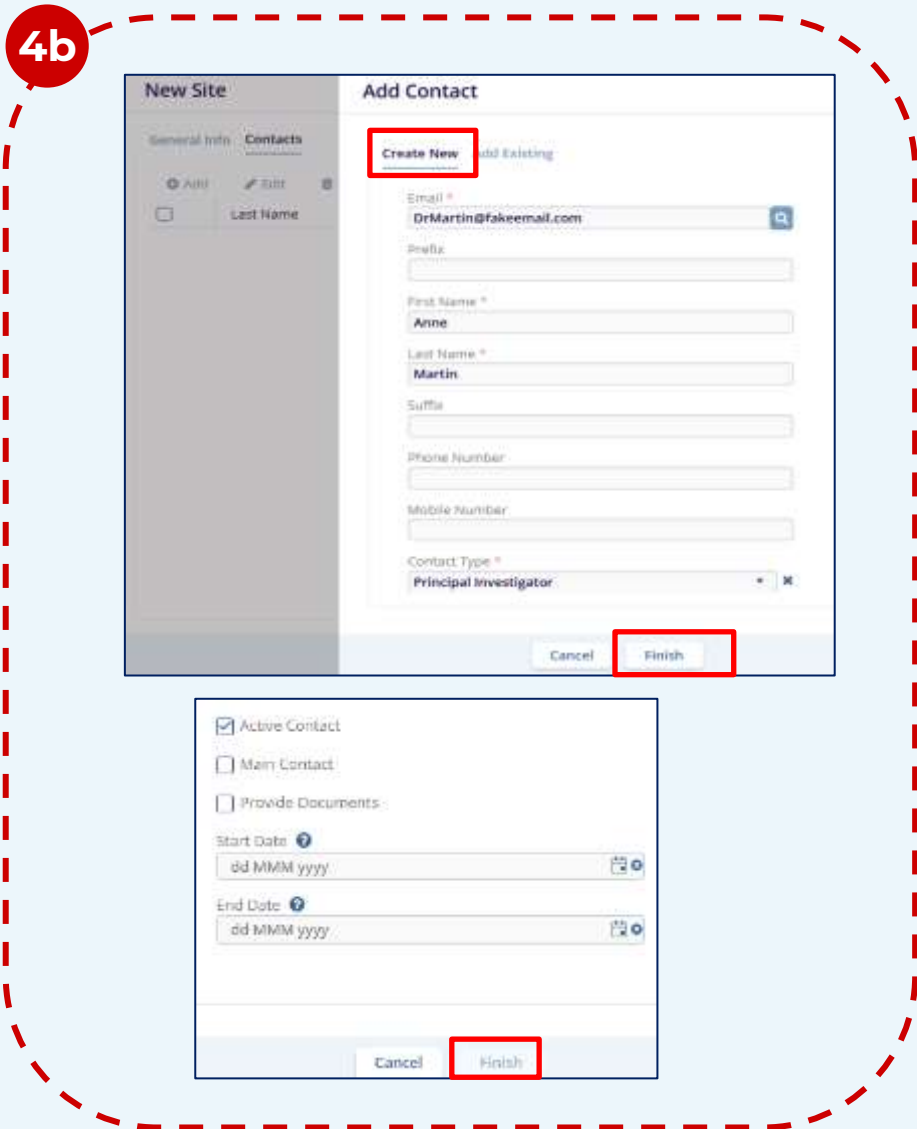
Note: Additional site information fields can be added or modified later

A screenshot of the 'New Site' form in the eTMF application. The form has a title bar 'New Site' with a close button. It contains two tabs: 'General Info' (active) and 'Contacts'. Under the 'General Info' tab, there is an 'Info' section. The 'Institution Name' field is highlighted with a red rectangular box and has a red asterisk indicating it is required. Below it are fields for 'CRA', 'Start-Up Specialist', 'Site Number', and 'Site'. There is also a checkbox for 'Disable auto Site name' and a text area for 'Reason for not using auto Site name'. At the bottom of the form are 'Cancel' and 'Add' buttons.

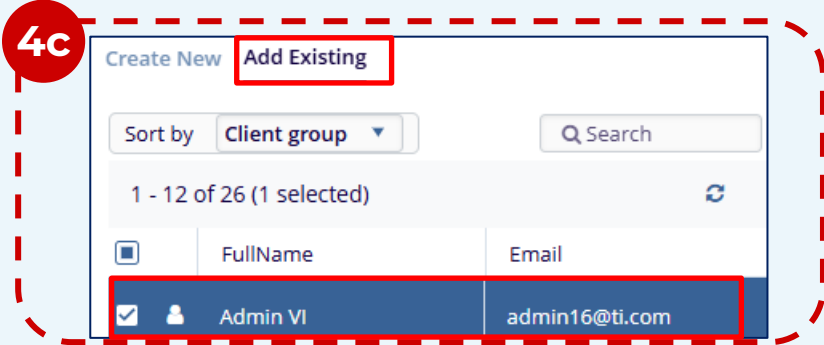
**4** A **Principal Investigator** must be added in order to create a site.  
Click **Add** under the Contacts dashlet, then choose **Create New** or **Add Existing**.



**4b** 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.



**4c** Under **Add Existing**, choose one from the pool of existing contacts for the room. Select the contact and click **Add Contact**.



**5** The new site will appear in the grid under **Pending**.

<input type="checkbox"/>	...	★	Northwestern University Hospital	PENDING	United Sta...	Martin Smith
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