How to Create a Site in eTMF Rooms

TRIAL INTERACTIVE

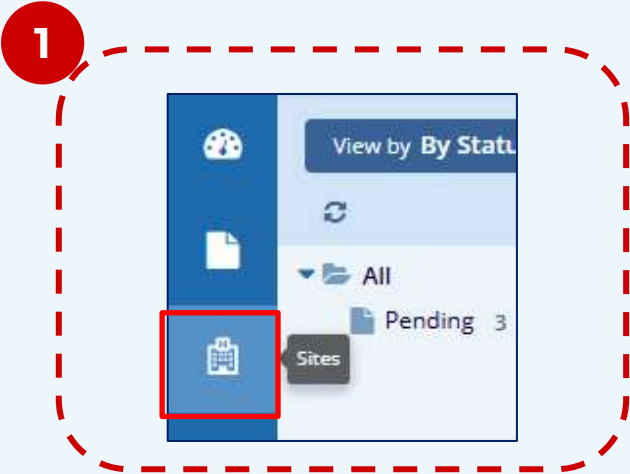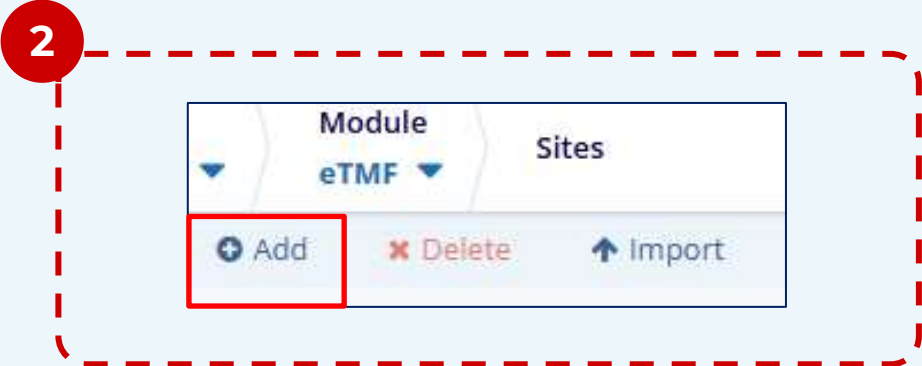**TI version 10.7**

APPLICABLE TO:

● Admin
● Manager
● Editor
○ Reader

● eTMF

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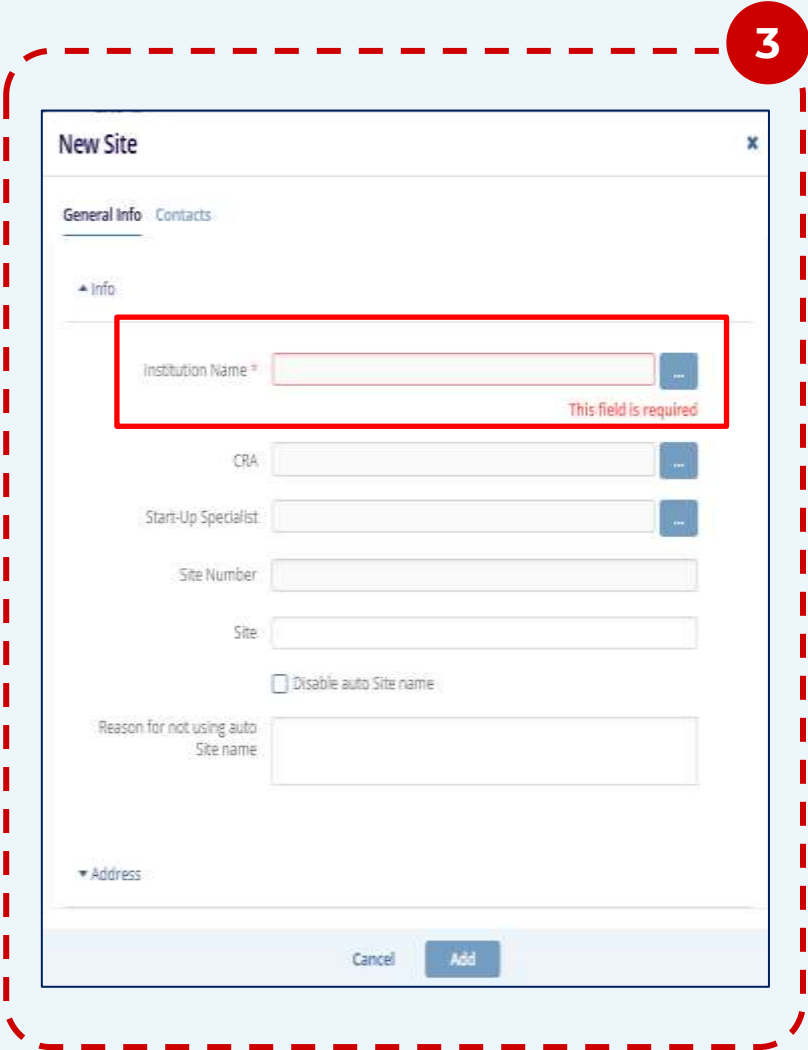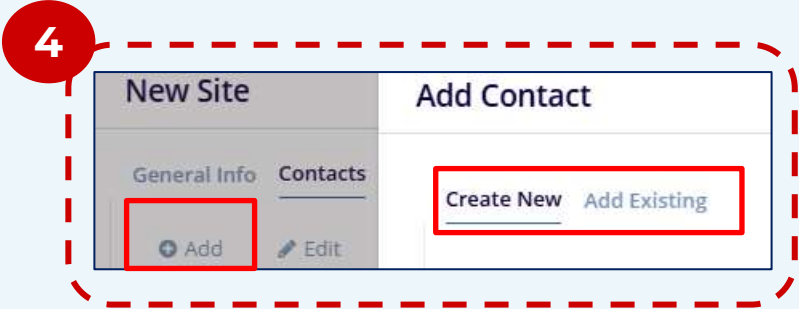

2 Click **Add** above the grid

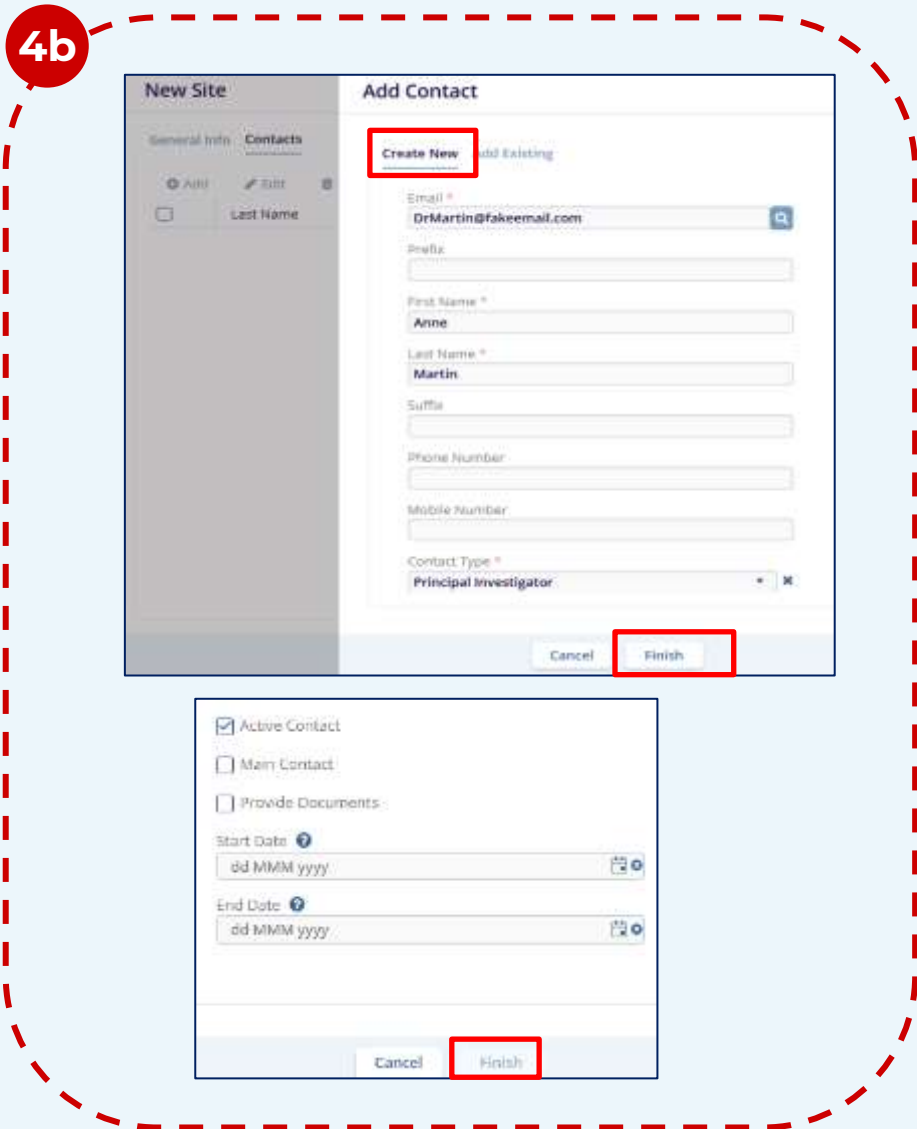**3** Complete the required fields for your new **Investigative Site**

Note: Additional site information fields can be added or modified later
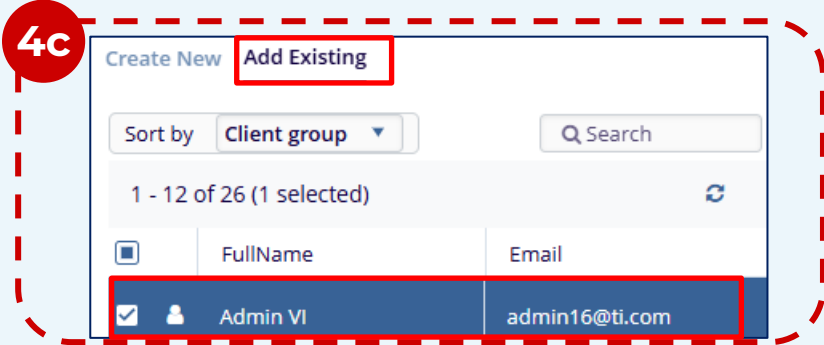
4 A **Principal Investigator** must be added in order to create a site.
Click **Add** under the Contacts dashlet, then choose **Create New** or **Add Existing**.

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**.