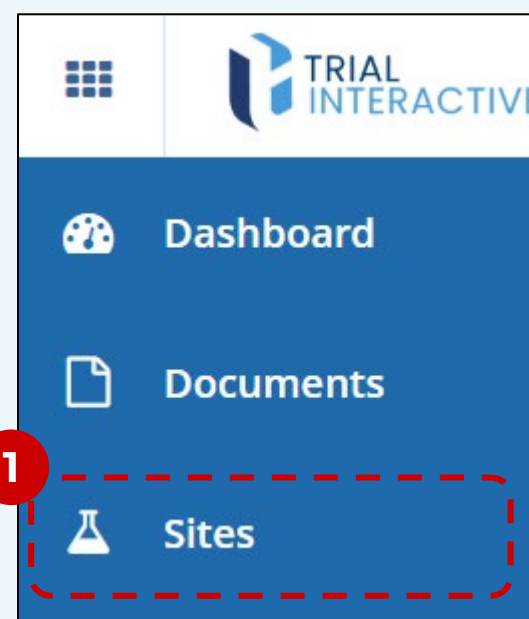


APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- eISF

1 Enter a room and open the **Sites** module in the eTMF or Collaborative Workspace context.

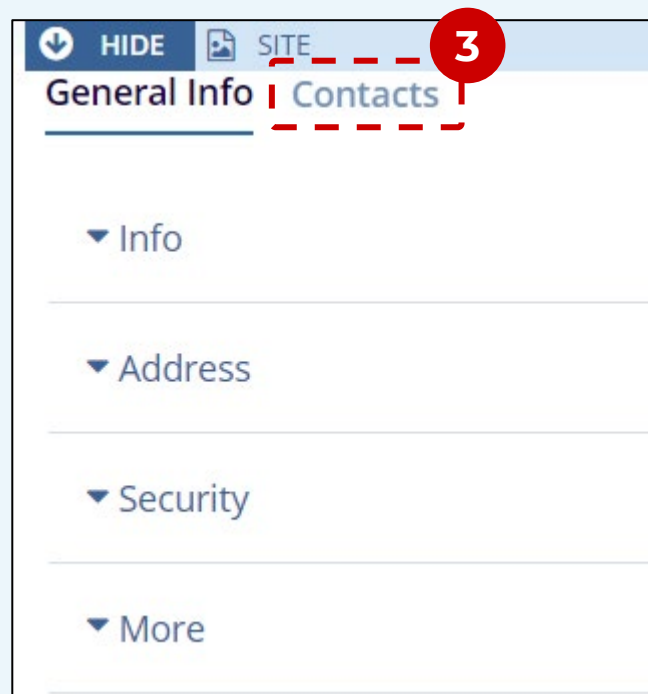


2 Select **one** Site.

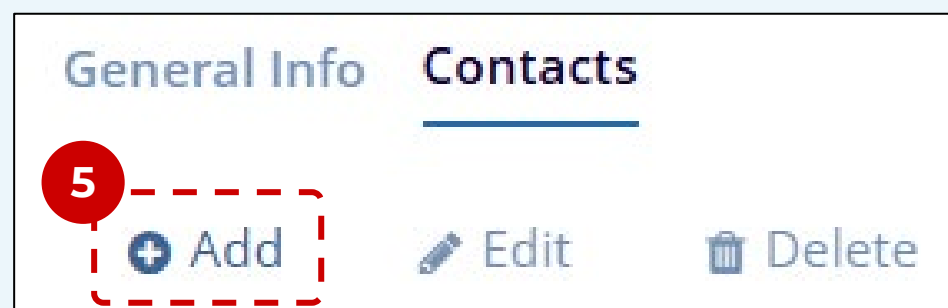
1 - 2 of 2 (1 selected)

<input type="checkbox"/>		Institutio...	Site Status
<input type="checkbox"/>	...	Toronto H...	ACTIVE
<input checked="" type="checkbox"/>	...	Woodridg...	ACTIVE

3 Expand the Site pane at the bottom of your screen. Switch to the **Contacts** tab.

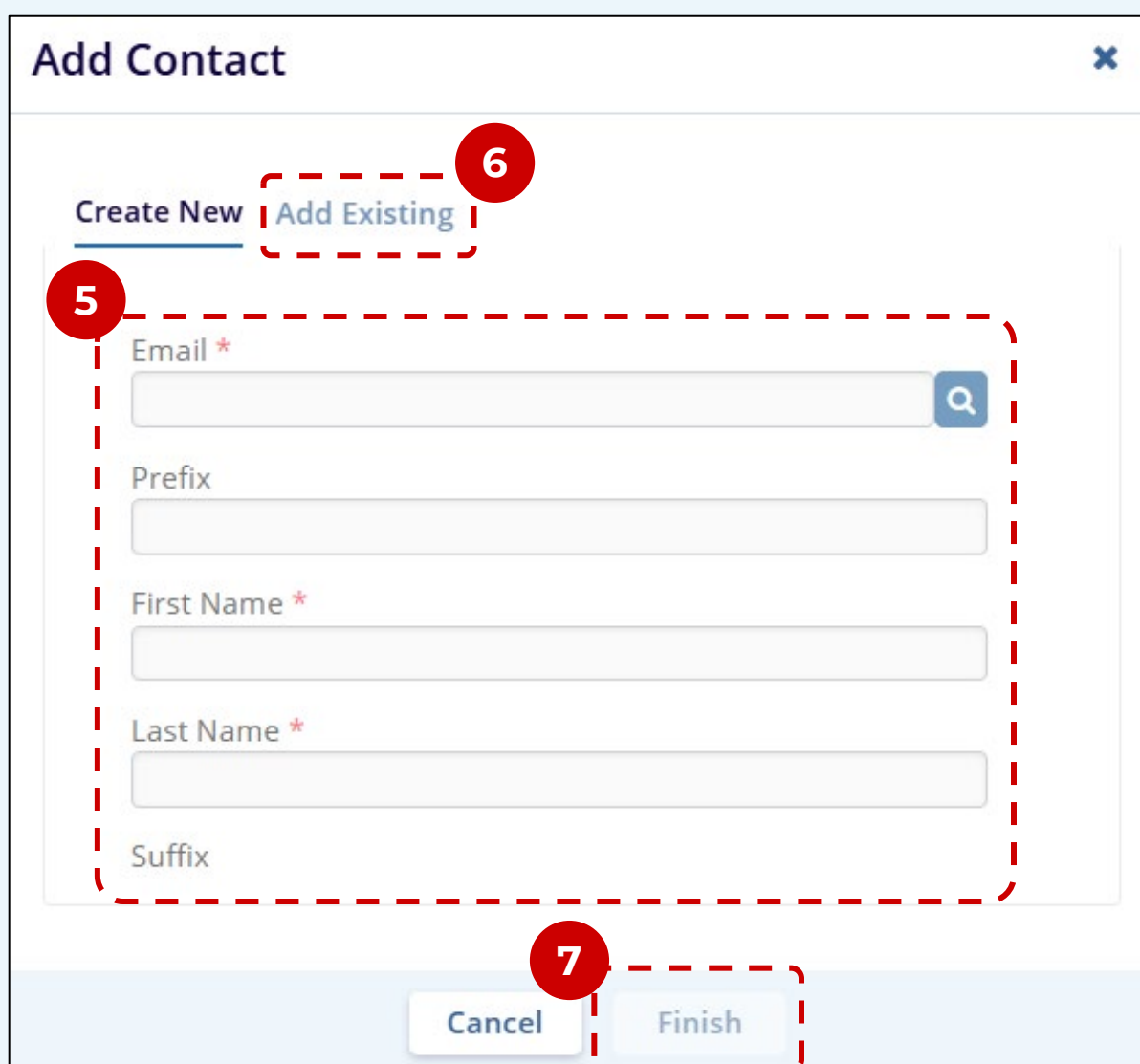


4 Click on the **Add** button.



5 **Fill** all required details for a new contact.

6 Alternatively, you can select from the pool of existing contacts with **Add Existing**.



7 Click **Finish** to create/finalize.

8 Contacts should be associated with a job function (**Contact Type**).

9 Click **Save**.

