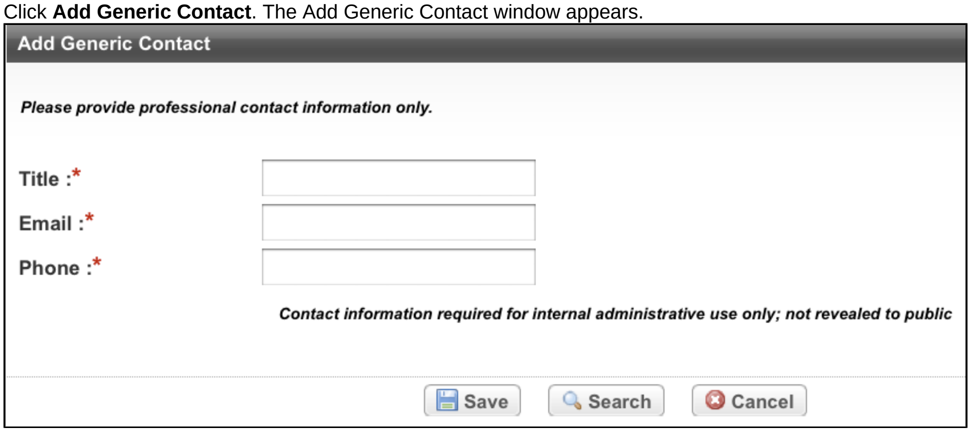
Adding Generic Participating Site Contacts - Include v4.4

How to Add a Generic Participating Site Contact

1. Next to the **Generic Contact** field, click **Look Up Generic Contact**.
   The Select Generic Contact window appears.
   

   > You can search for an existing generic contact. To do so, enter part or all of the generic contact's role, and then click **Search**.

2. Click **Add Generic Contact**. The Add Generic Contact window appears.
   

3. In the **Title**, **Email**, and **Phone** fields, specify the appropriate information, and then click **Save**. Your new record is displayed in the Select Generic Contact window.
4. In the **Action** column, click **Select**. The Participating Sites page displays the contact information you selected.
5. Click **Save**.