


Adding Generic Participating Site Contacts - Include v4.4

How to Add a Generic Participating Site Contact

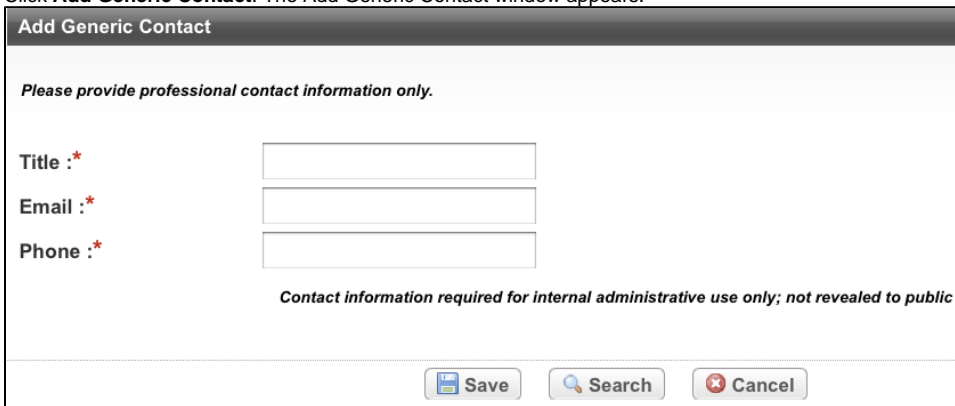
1. Next to the **Generic Contact** field, click **Look Up Generic Contact**.
The Select Generic Contact window appears.



The Select Generic Contact window is a light gray dialog box. At the top, it says "Enter the Title and click on Search." Below this is a "Title:" label followed by a text input field. At the bottom, there are three buttons: "Search" (with a magnifying glass icon), "Add Generic Contact" (with a green plus icon), and "Cancel" (with a red X icon). Below the buttons, it says "Nothing found to display."

 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.



The Add Generic Contact window is a light gray dialog box with a dark gray title bar that says "Add Generic Contact". Below the title bar, it says "Please provide professional contact information only." There are three input fields: "Title :*", "Email :*", and "Phone :*", each with a red asterisk indicating a required field. Below the input fields, it says "Contact information required for internal administrative use only; not revealed to public". At the bottom, there are three buttons: "Save" (with a floppy disk icon), "Search" (with a magnifying glass icon), and "Cancel" (with a red X icon).

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**.