Adding or Editing a Contact

1. Open the edit metadata page for an investigation, as described in Editing Investigation Metadata.
2. If you are adding or editing a study contact, in the Studies panel, select the study you want to edit. Metadata fields for that study appear.
3. You can add a contact, edit an existing contact, or both:
    - To add a contact, click **New Contact**. Specify contact information and click **Add**.
    - To edit a contact, click the edit icon in the row for that contact. Modify the contact information as needed. Click **Update**.

    In each case, you can specify the following information:

    - Last Name
    - First Name
    - Middle Initial
    - E-Mail
    - Phone
    - Fax
    - Address
    - Affiliation
    - Roles
    - Roles Term Accession Number
    - Roles Term Source Reference
4. Click **Save**. The system saves your changes.