



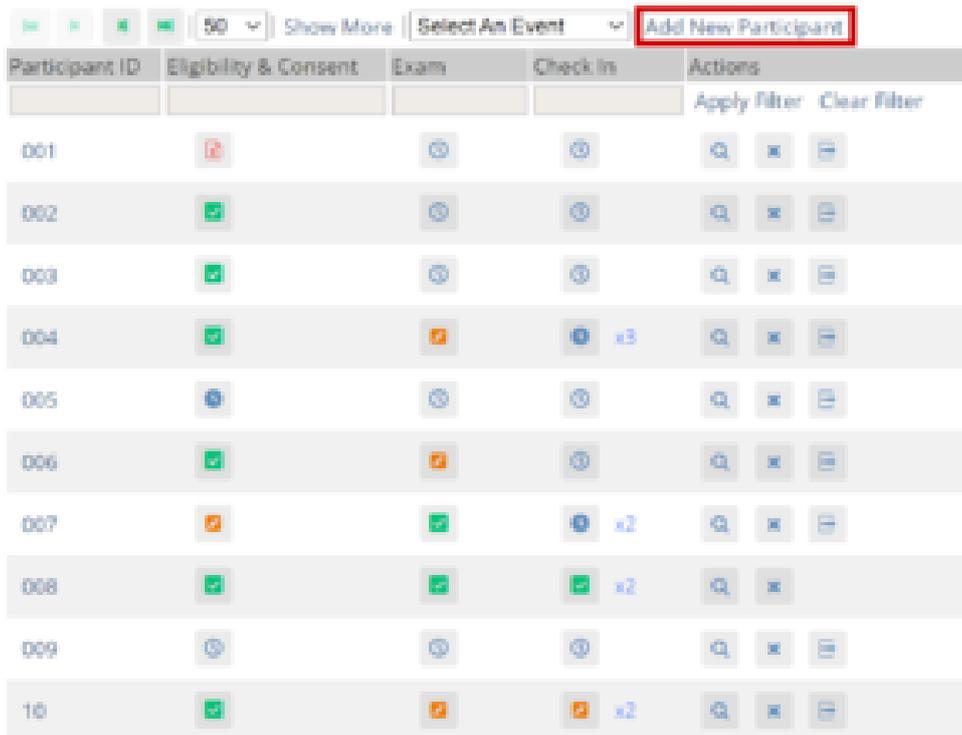
## 1.4.6 Adding a Participant

Great! Now that you've logged in, let's add a participant.

### To Add a Participant:

1. On the **Participant Matrix** screen, click the **Add New Participant** link above the matrix.

#### Participant Matrix for Severe Headache Study



The screenshot shows a table with columns: Participant ID, Eligibility & Consent, Exam, Check In, and Actions. The 'Add New Participant' link is highlighted with a red box. Below the table, it says 'Results 1 - 10 of 10.'

Participant ID	Eligibility & Consent	Exam	Check In	Actions
				Apply filter Clear filter
001				
002				
003				
004			x3	
005				
006				
007			x2	
008			x2	
009				
10			x2	

Results 1 - 10 of 10.

2. Enter a Participant ID on the **Add New Participant** screen. (This should be a unique identifier, e.g. **001**). If your study is set to auto-generate, an ID based on a pre-defined template appears.
3. Click the **Add** button.

### Add New Participant

---

Participant ID \*

---

## Add New Participant

Participant ID \*

ID will be generated on Add

Cancel

Add

Approved for publication by Kerry Tamm. Signed on 2021-01-19 11:14AM

Not valid unless obtained from the OpenClinica document management system on the day of use.