



## 2.1.2 Add Subject from Tasks Menu

To add more than one Subject, schedule one or more Events for the added Subjects, or provide more than the most common information for the new Subjects:

1. Select Tasks > Add Subject.

The Add Subject page opens. Complete the information on the page as described in the following steps. Some of the information might be optional for your Study; an asterisk (\*) indicates a required field. For a description of the terms, see the [Glossary](#).

2. Enter the Study Subject ID.
3. Enter the Person ID.
4. Enter the Secondary ID.
5. Enter the Date of Enrollment in the specified format, or click the calendar icon to select it.
6. Select the Sex.
7. Enter the Date of Birth in the specified format, or click the calendar icon to select it.
8. Select the Group(s) from the drop-down list, if any Subject Group Classes were defined in the Study setup, and enter any notes.
9. Click one of these buttons, depending on what you want to do next:
  - Save and Assign Study Event: Adds the Subject and opens the Schedule an Event form for the Subject.
  - Save and Add Next Subject: Adds the Subject and opens the Add Subject form again so you can add another Subject.
  - Save and Finish: Adds the Subject and displays the Subject Matrix.
  - Cancel: Does not save the Subject and displays the Subject Matrix.

### Docetaxel in Patients With Completely Resected NSCLC : Add Subject

\* indicates required field.

Study Subject ID:	<input type="text"/>	*
Person ID:	<input type="text"/>	*
Secondary ID	<input type="text"/>	
Date of Enrollment for Study ' Docetaxel in Patients With Completely Resected NSCLC ' :	<input type="text" value="05-Dec-2011"/>	*
Sex:	<input type="text" value="-Select-"/>	
Date of Birth:	<input type="text"/>	*

  

Subject Group Class:	Treatment Group	<input type="text"/>
Notes:	<input type="text"/>	

This page is not approved for publication.