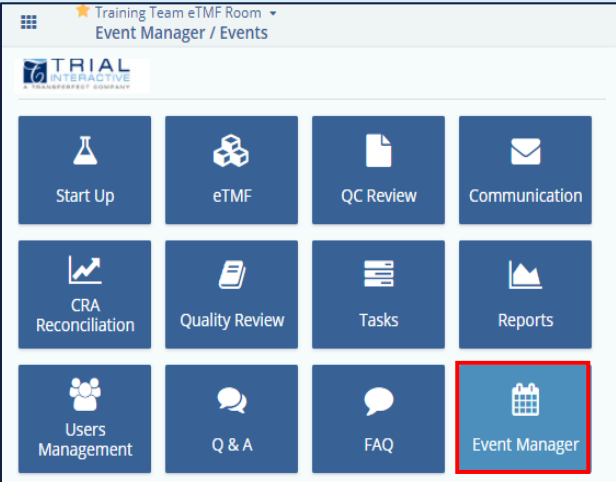


**APPLICABLE TO:**

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers



1. Log into a room and select **Event Manager** from the Navigation Grid

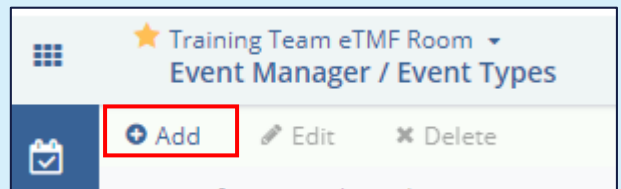


Note: Event Manager needs to be enabled for the selected room

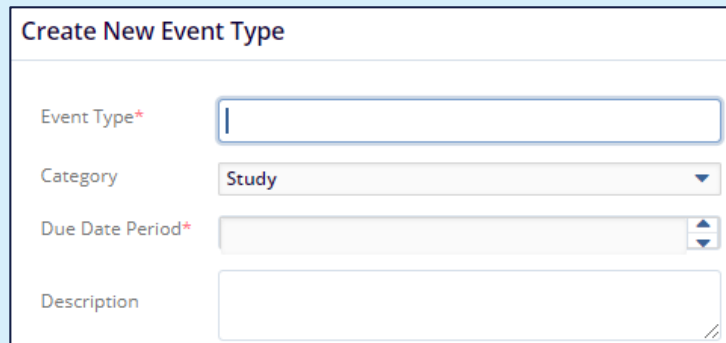
2. Click on the gear wheel icon located on the lower left of the screen (**Event Types**)

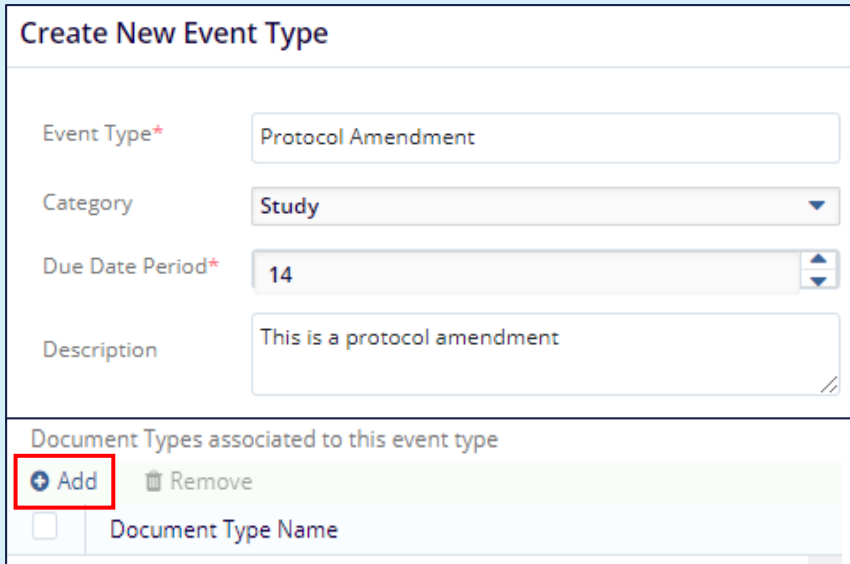


3. To create a new **Event Type** click the **Add** button.



4. Enter the name of the **Event Type** into the box, and fill out the additional fields such as **Category**, **Due Date Period**, and **Description**.





**Create New Event Type**

Event Type\*

Category

Due Date Period\*

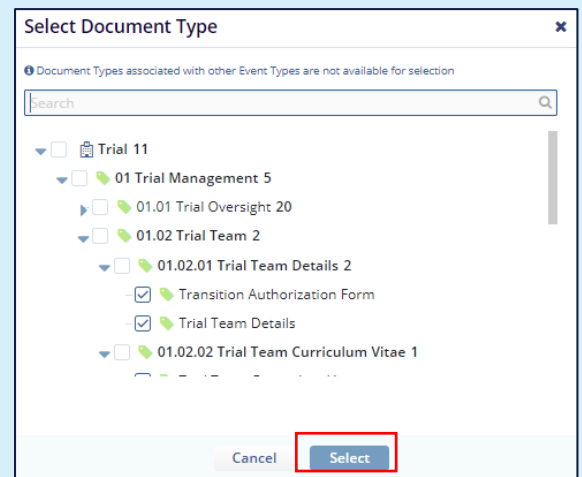
Description

Document Types associated to this event type

Document Type Name

5. Click **Add** to begin assigning document types to your Event

6. Select the **Document Types** that you want to associate with your **Event Type**, then click **Select**



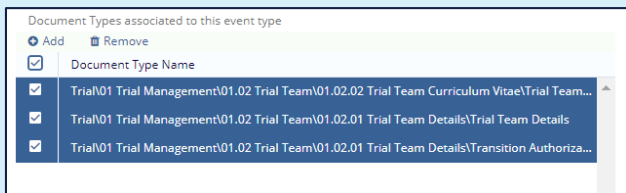
**Select Document Type**

Document Types associated with other Event Types are not available for selection

Search

- Trial 11
  - 01 Trial Management 5
    - 01.01 Trial Oversight 20
    - 01.02 Trial Team 2
      - 01.02.01 Trial Team Details 2
        - Transition Authorization Form
        - Trial Team Details
      - 01.02.02 Trial Team Curriculum Vitae 1

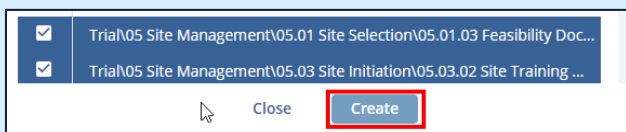
7. The list of selected Document Types will appear in the Event Type creation window.



Document Types associated to this event type

Document Type Name

- Trial\01 Trial Management\01.02 Trial Team\01.02.02 Trial Team Curriculum Vitae\Trial Team...
- Trial\01 Trial Management\01.02 Trial Team\01.02.01 Trial Team Details\Trial Team Details
- Trial\01 Trial Management\01.02 Trial Team\01.02.01 Trial Team Details\Transition Authoriza...



- Trial\05 Site Management\05.01 Site Selection\05.01.03 Feasibility Doc...
- Trial\05 Site Management\05.03 Site Initiation\05.03.02 Site Training ...

Click **Create** to issue the Event Type. It can now be used to create Events.