

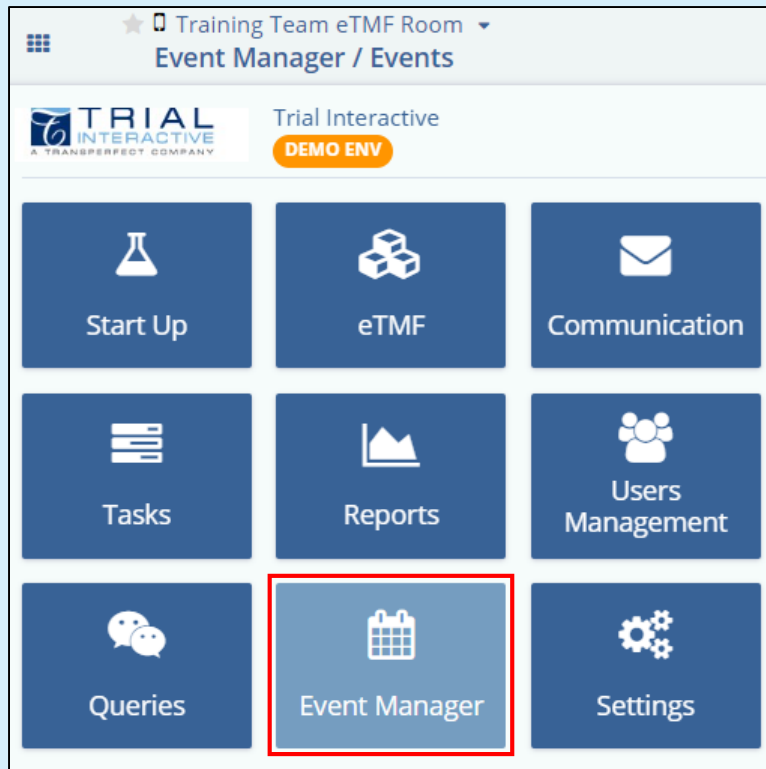
APPLICABLE TO:

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



Event Manager needs to be enabled for the current room. Users need the appropriate action set in their user profile to access it.

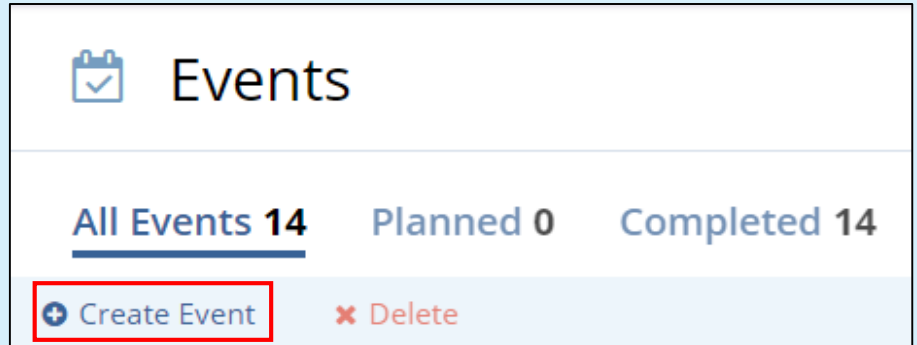
## 1. Log into a room and select **Event Manager** from the Navigation Grid.



## 2. Click on the **Events** icon located on the left.



3. To begin adding a new Event, click the **Create Event** button.



4. Select an **Event Type** from the list of available options and enter the **Event Name**. Complete the rest of the form as appropriate, then click **Next**.

The screenshot shows the 'Create Event' form, labeled 'Step 1'. The form is divided into two main sections: 'Event General Info' and 'Event Requirements'. The 'Event General Info' section contains the following fields and options:

- Event Name \***: A text input field with 'Example name' entered.
- Category \***: A dropdown menu with 'Study' selected.
- Event Type \***: A dropdown menu with '11. Database Lock' selected. This field is highlighted with a red rectangular box.
- Status**: A dropdown menu with 'PLANNED' selected.
- Planned Date**: A date input field with the placeholder 'dd MMM yyyy' and a calendar icon.
- Description**: A text area with the placeholder text 'This event will..'

On the right side of the form, there are three toggle switches:

- 'This event is for tracking and will not contain any documents' (checked).
- 'No Due Date is required for this event' (unchecked).
- 'Due Date Period' (help icon) with a 'Days' spinner.

At the bottom of the form, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red rectangular box.

5. The list of required documents (if any) associated with the **Event Type** will populate this screen. Additional document types can be configured for the event by clicking on the **Add** button.

Create Event
Step 2 ○ ● ✕

Event General Info

Event Requirements

### Event Requirements

Below are document types that have been marked as required documents for this event. You can modify the list of requirements.

+ Add
- Remove

**1 Requirements**

	Document Type	Responsible P...	Category	Languages	Required By
<input type="checkbox"/>	01 Trial Managem	Not Applicable	Trial	<input style="width: 50px;" type="text"/>	(Not Set)

6. Click **Create** when ready to issue the new Event.

Cancel
Previous
Create



For additional reference, please see related job aid **How to Create an Event Type**.