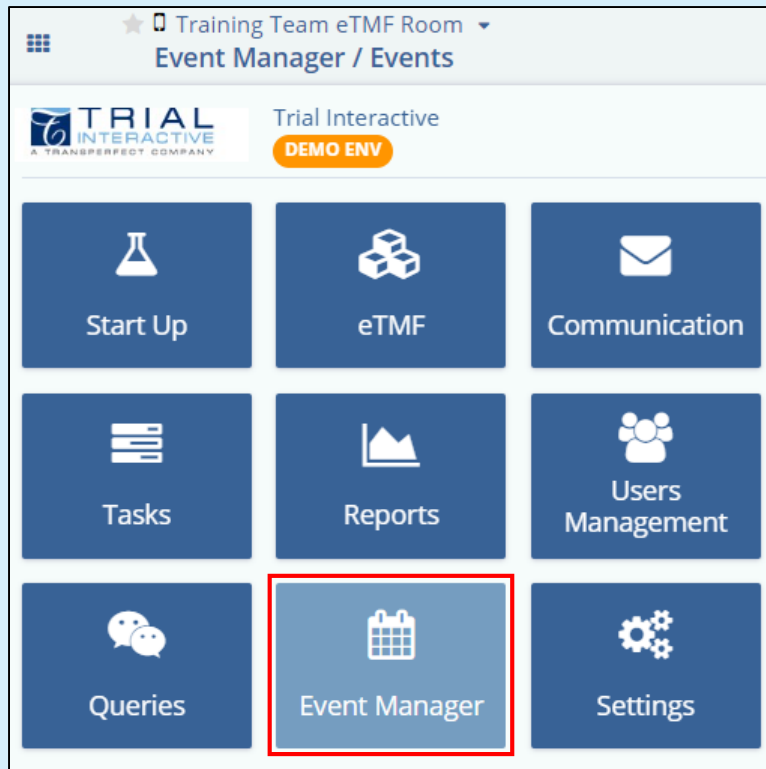**TRIAL INTERACTIVE**

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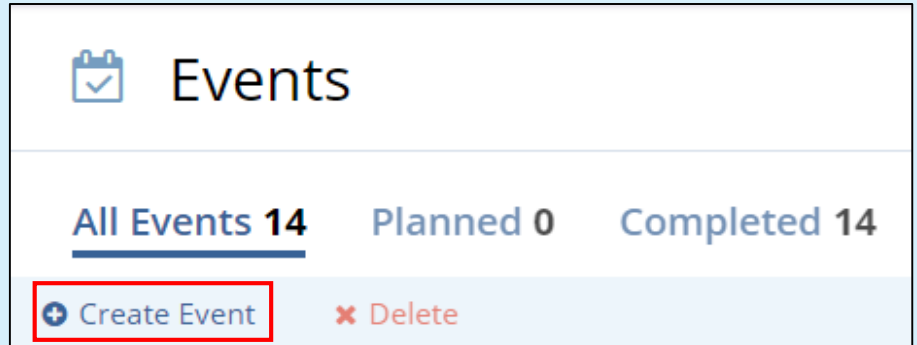
1. Log into a room and select **Event Manager** from the Navigation Grid.

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.

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.

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

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