APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
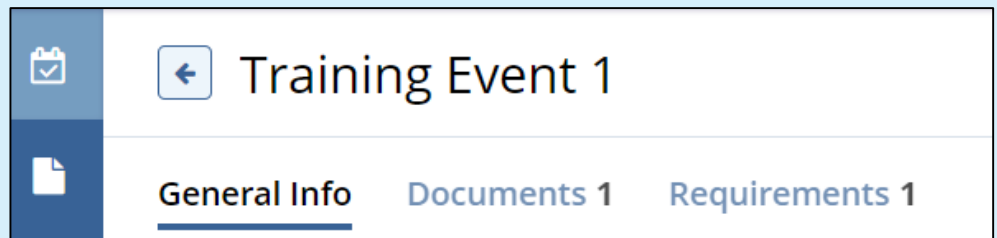- ○ myTI
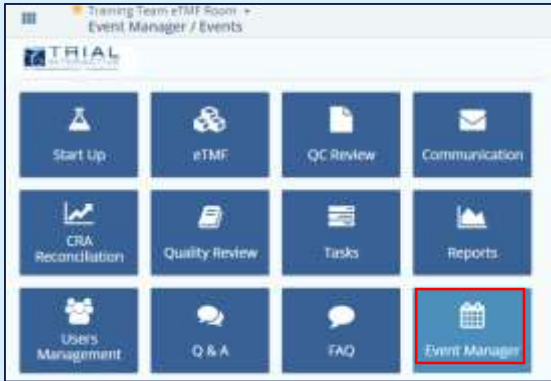
1. Log into a room and select **Event Manager** from the Navigation Grid.

2. Click on the Events icon located on the left.
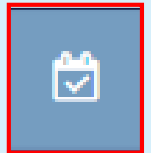
3. To edit an **Event**, choose an event, then click on its name.

| | | Training Event 1 | Study | PLANNED | Training Demo Prot... |

4. Make your edits under **General Info, Requirements,** or **Documents.**

Training Event 1

General Info   Documents 1   Requirements 1

5. When finished click **Save**, or **Save & Next** to move on to the next Event in the list.

Save   Save & Next