How to Create an Event Type





APPLICABLE TO:

AdminManagerEditor

Reader

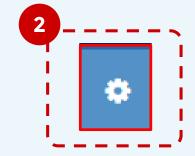
eTMF

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

Note: Event Manager must be enabled in the room and the **Event Manager action** must be assigned to the user



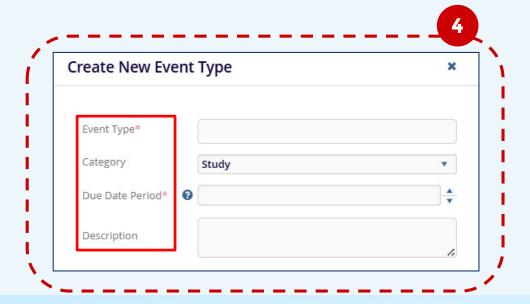
2 Click on the gear wheel icon located on the bottom left of the screen (Event Types)



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



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

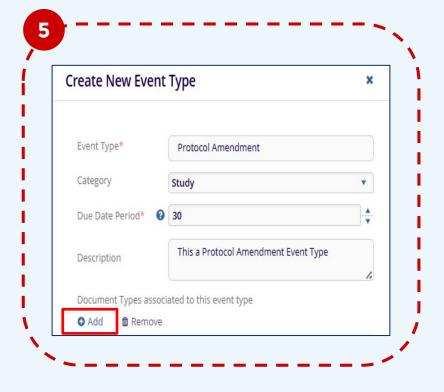


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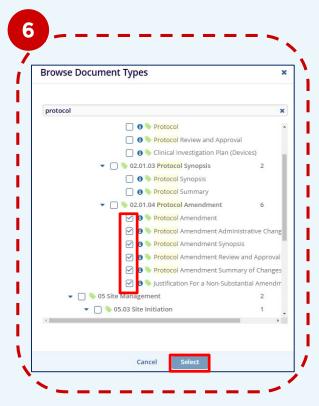




5 Click **Add** to begin assigning document types to your Event



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



The list of selected Document
Types will appear in the Event
Type creation window.
Click **Create** to issue the Event
Type which can now be used to
create Events.

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6 Doo	cument Types
	Document Type Name
	Trial\02 Central Trial Documents\02.01 Product and Trial Docum
	Trial\02 Central Trial Documents\02.01 Product and Trial Docum
	Trial\02 Central Trial Documents\02.01 Product and Trial Docum
	Trial\02 Central Trial Documents\02.01 Product and Trial Docum
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