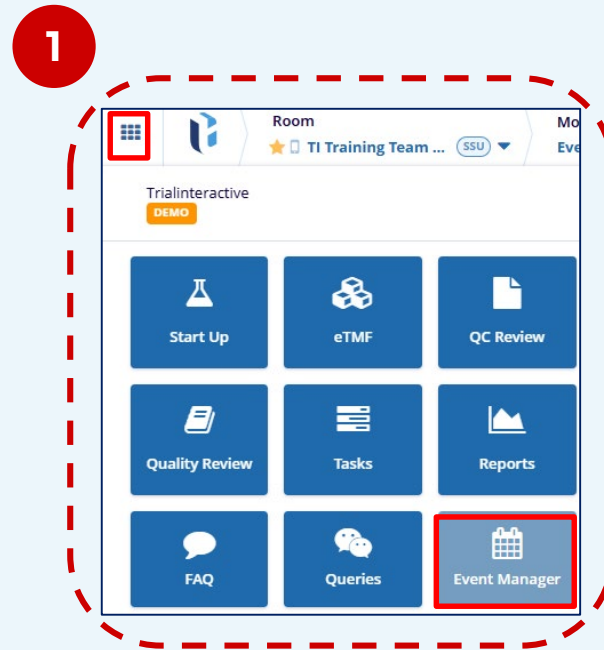


APPLICABLE TO:

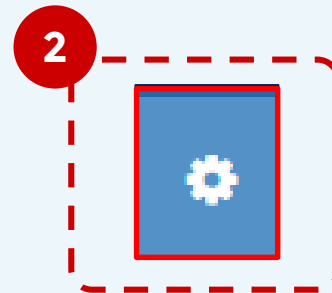
- Admin
 - Manager
 - Editor
 - Reader
- eTMF

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

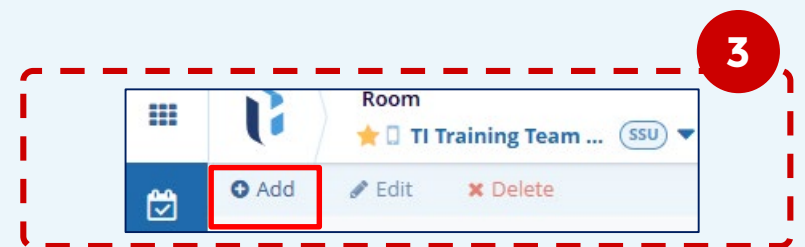
Note: Event Manager must be enabled in the room and the **Event Manager** action must be assigned to the user



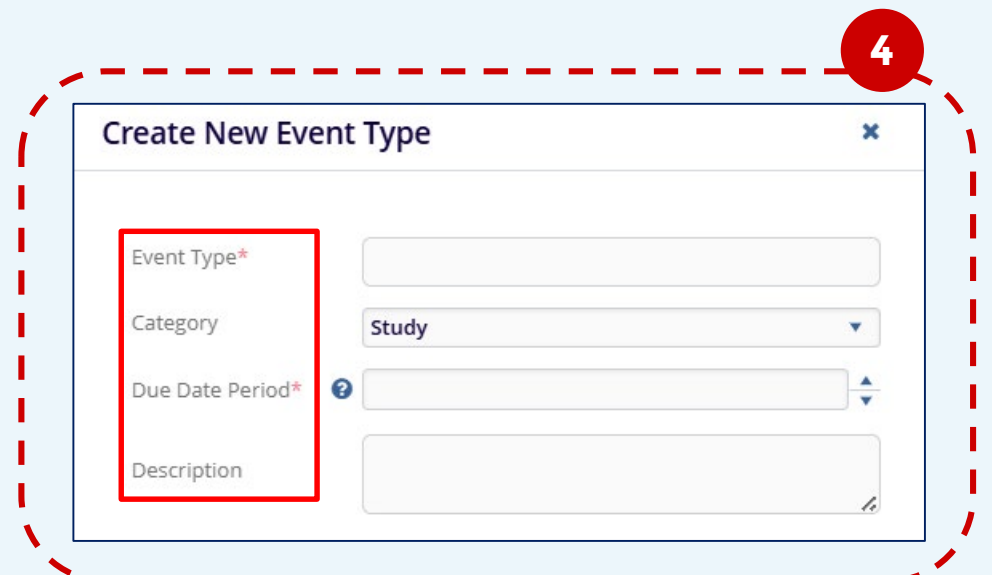
2 Click on the gear wheel icon located on the bottom left of the screen (Event Types)



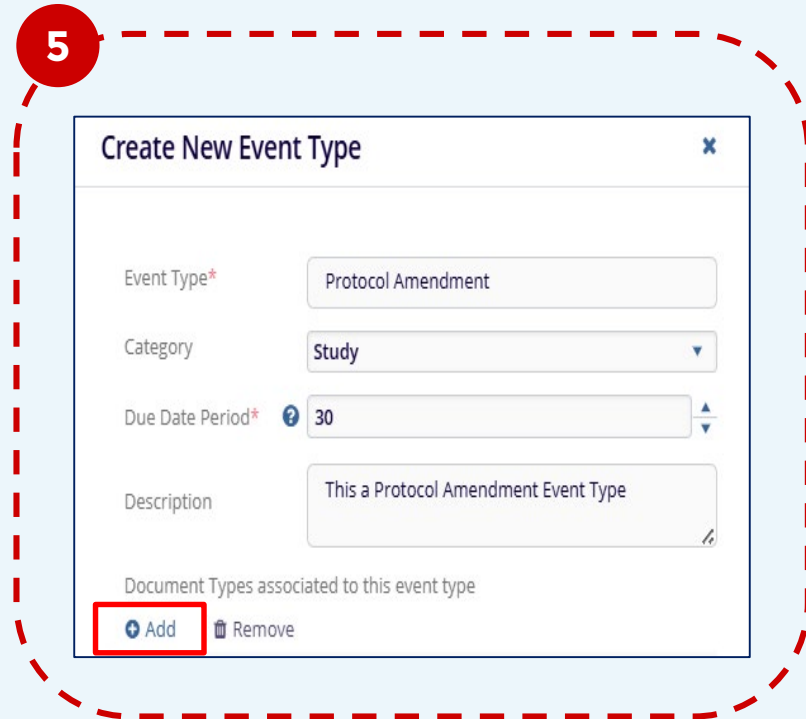
3 To create a new Event Type click the **Add** button.



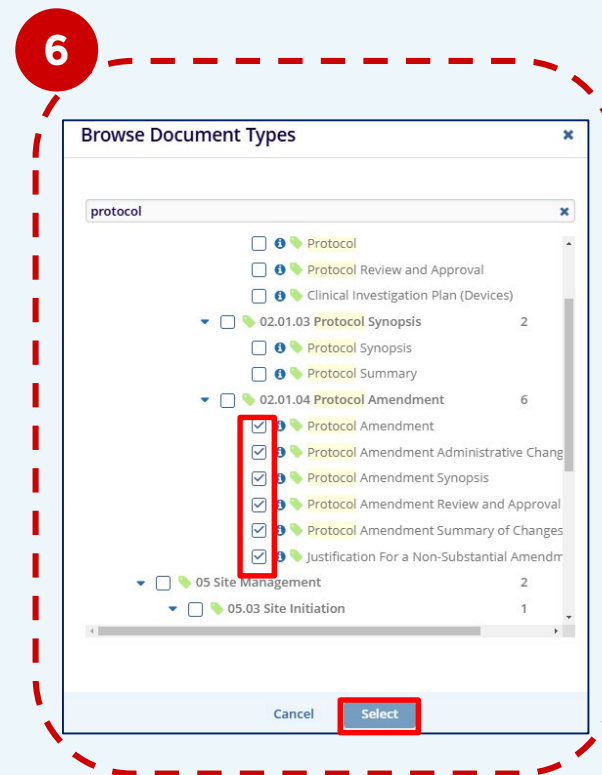
4 Enter the name of the Event Type and fill out the additional fields such as Category, Due Date Period, and Description.



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**



7 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.

