

How to Edit an Event

TI version 10.6

APPLICABLE TO:

- Admin
 - Manager
 - Editor
 - Reader
- eTMF

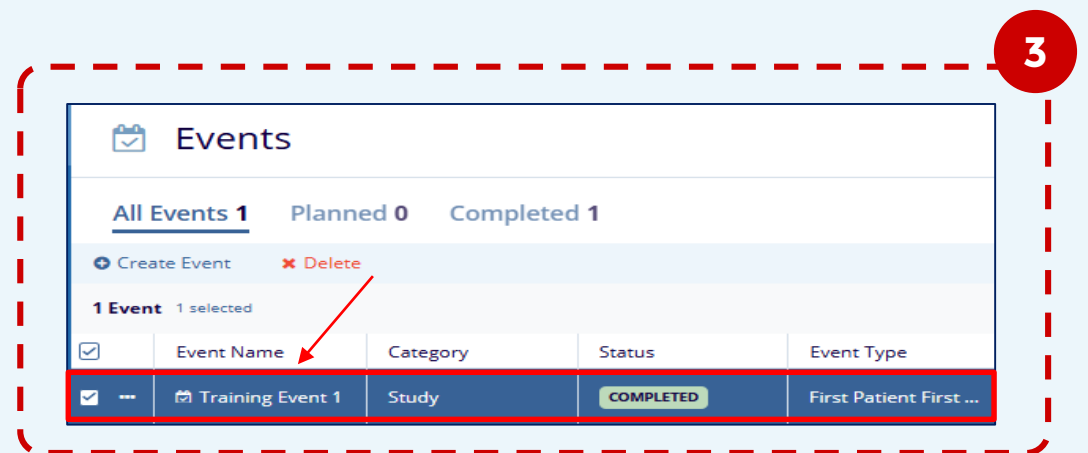
1 Log into a room and select **Event Manager** from the Navigation Grid.



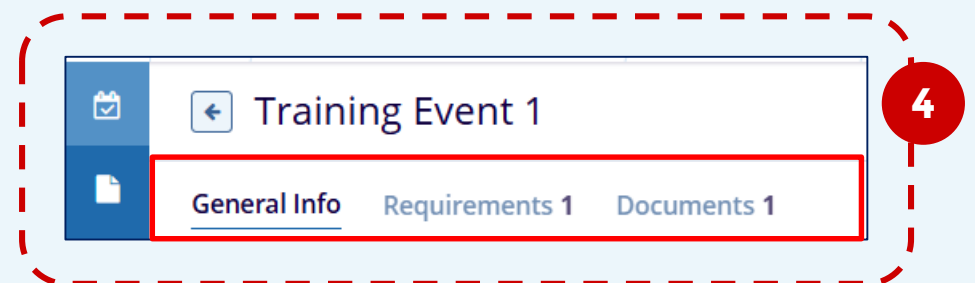
2 Click on the **Events** icon located on the left.



3 To edit an **Event**, choose an event, then click on its name.



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



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

