T R I A INTERACT	IVE	How to Add an Event TI v 10.2
APPLICABLE TO:	AdministratorsEditorsReaders	 eTMF Study Start-Up myTI
Training Team eTMF Room * Event Manager / Events Event Manager / Events Event Manager / Events Event Manager / Events Start Up Event Manager / Events CRA CRA CRA Reconciliation Users Management Vsers Management Event Manager / Events	Communication Eve Reports 2. Click	into a room and select Int Manager from the Navigation Grid on the Events ated on the left

- 3. To add a **New Event** click the **Add** button.
- 4. Select the Event Type from the list of available options and enter the Event Name.
 Complete the rest of the form as appropriate, then

click Next.

Training Team eTMF Room ~ Event Manager / Events All Planned Completed Add X Delete T Filter New Event Step 1 • • • X Event Metadata Category * Study Event Type *

This field is required		
		Event Name *
This field is required		
		Description
m ×		Planned Date
	No due date	
		Due Date Period
	Planned	Status

7 TRANSPERFECT



5. The list of required documents associated with the **Event Type** previously selected will populate.

Additional required document types can be added by clicking the **Add** button

tenta variable to doce the secondale Rary Category Languages Required By Category Languages Required By Category Languages Category Catego	Required Documents T Filter by: All Available T		O Add					
No records available record records available record record <threcord< th=""> record <threcord< th=""> <threcord<< th=""><th>Entity Name</th><th># of Docs</th><th>Document Type</th><th>Responsible Party</th><th>Category</th><th>Languages</th><th>Required E</th><th></th></threcord<<></threcord<></threcord<>	Entity Name	# of Docs	Document Type	Responsible Party	Category	Languages	Required E	
Document Type Responsible Party Category Languages Required By Protocol Not Applicable Trial General	No records	available 📩	Protocol	Not Applicable	Trial		General	^
ick Complete when				Docu	iment Type Resp		Languages	
				Prote	ocol Not	Applicable Trial		General
			when					

For additional assistance, please refer to the User Guide or to the related job aid **How to Create an Event Type**



6.