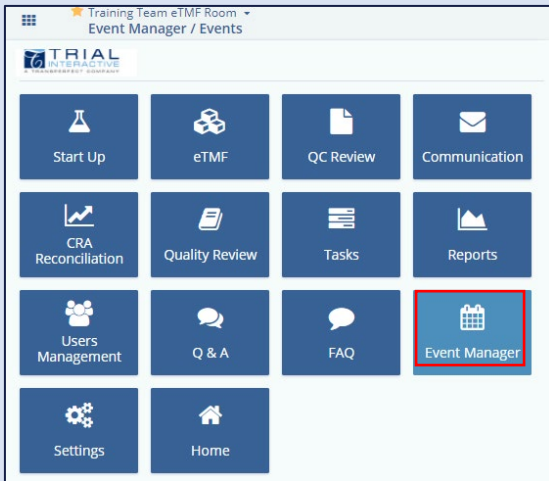


APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI



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

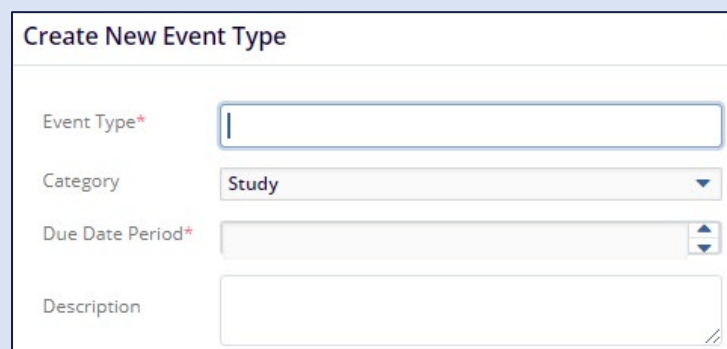
2. Click on the gear wheel icon located on the left

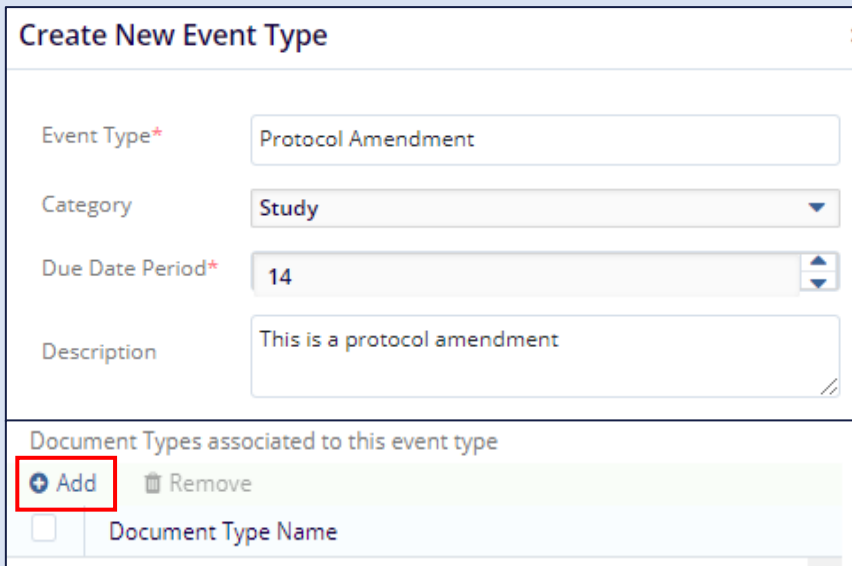


3. To create a **New Event Type** click the **Add** button.



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





Create New Event Type

Event Type*

Category

Due Date Period*

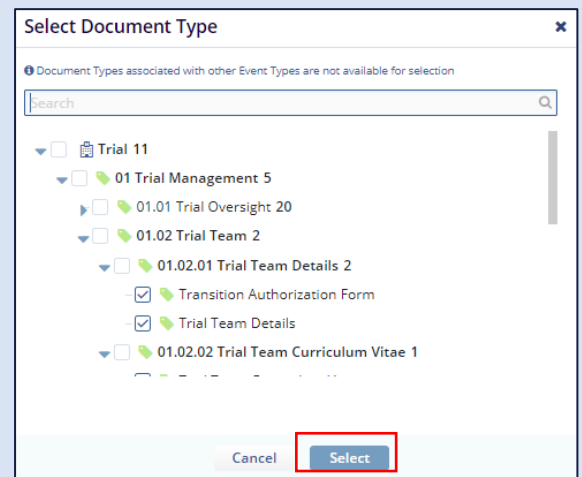
Description

Document Types associated to this event type

Document Type Name

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

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



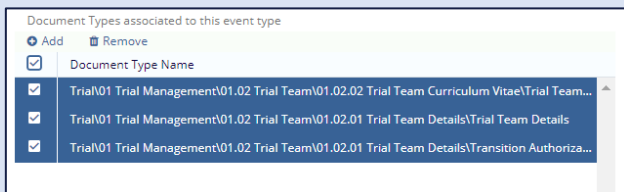
Select Document Type

Document Types associated with other Event Types are not available for selection

Search

- Trial 11
 - 01 Trial Management 5
 - 01.01 Trial Oversight 20
 - 01.02 Trial Team 2
 - 01.02.01 Trial Team Details 2
 - Transition Authorization Form
 - Trial Team Details
 - 01.02.02 Trial Team Curriculum Vitae 1

7. The list of selected Document Types will appear in the Event Type creation window.



Document Types associated to this event type

<input type="checkbox"/>	Document Type Name
<input checked="" type="checkbox"/>	Trial\01 Trial Management\01.02 Trial Team\01.02.02 Trial Team Curriculum Vitae\Trial Team...
<input checked="" type="checkbox"/>	Trial\01 Trial Management\01.02 Trial Team\01.02.01 Trial Team Details\Trial Team Details
<input checked="" type="checkbox"/>	Trial\01 Trial Management\01.02 Trial Team\01.02.01 Trial Team Details\Transition Authoriza...

Click **Create** to create the Event Type