TRIAL INTERACTIVE

APPLICABLE TO:

- ● Administrators
- ● Room Managers
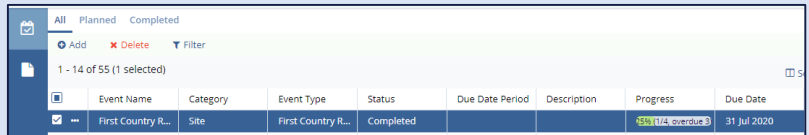- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI
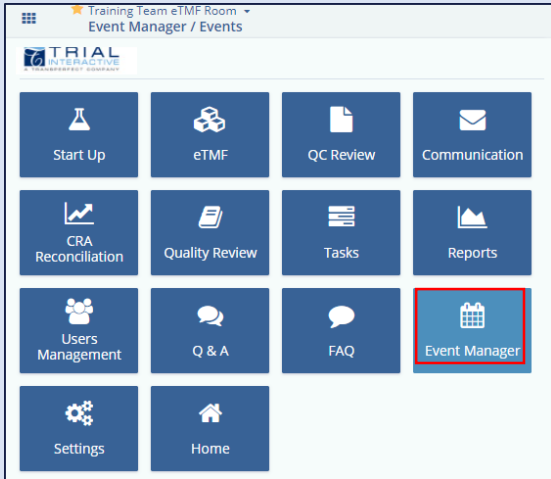
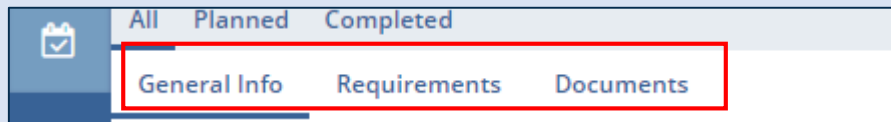1. Log into a room and select **Event Manager** from the Navigation Grid

2. Click on the Events icon located on the left

3. To edit an **Event**, choose the appropriate event, then click the **Profile** button at the bottom of the grid.

4. Choose to make edits from **General Info, Requirements,** or **Documents**

5. Click **Save** when finished, or **Save & Next** to move onto the next Event.