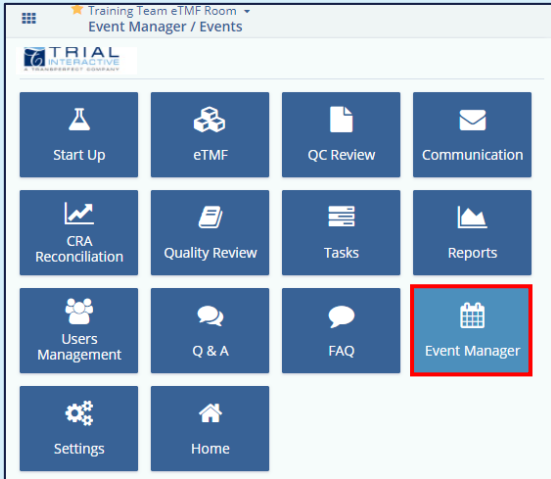


APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers



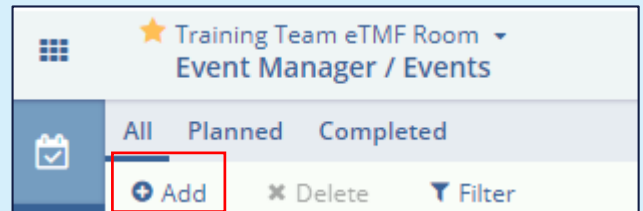
Event Manager needs to be enabled for the current room. Users need the appropriate action set in their user profile to access it.

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 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**.

New Event Step 1 ● ○ ×

Event Metadata

Category *

Event Type *

This field is required

Event Name *

This field is required

Description

Planned Date

No due date

Due Date Period

Status

5. The list of required documents associated with the **Event Type** selected (if any) will populate on the left. Additional required document types can be added by clicking the **Add** button.

New Event Step 2 ○ ● ✕

Required Documents

Filter by: All Available ▾ + Add Delete

Entity Name		Document Type	Responsible Party ...	Category	Languages	Required By
No records available	<input type="checkbox"/>	Bioanalytical Report	Department	Trial		General
	<input type="checkbox"/>	Public Registration	Department	Trial		General

6. Click **Complete** when finished to issue the new Event.



For additional reference, please see related job aid **How to Create an Event Type**.

+ Add Delete

	Document Type	Responsible Party ...	Categ
<input type="checkbox"/>	Bioanalytical Report	Department	Trial
<input type="checkbox"/>	Public Registration	Department	Trial

Previous Complete