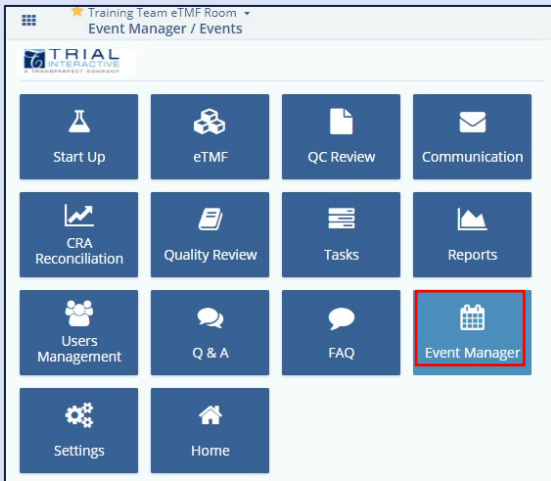


APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

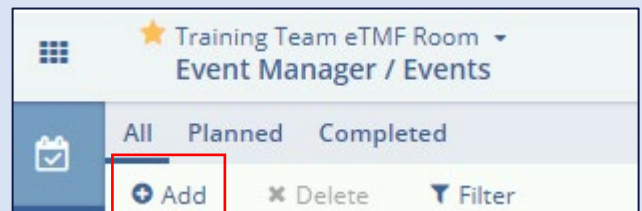


1. Log into a room and select **Event Manager** from the Navigation Grid

2. Click on the Events icon located on the left

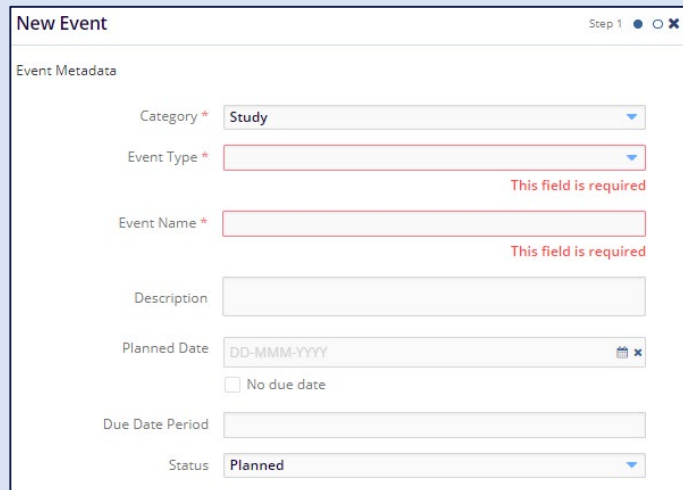


3. To add a **New Event** click the **Add** button.



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

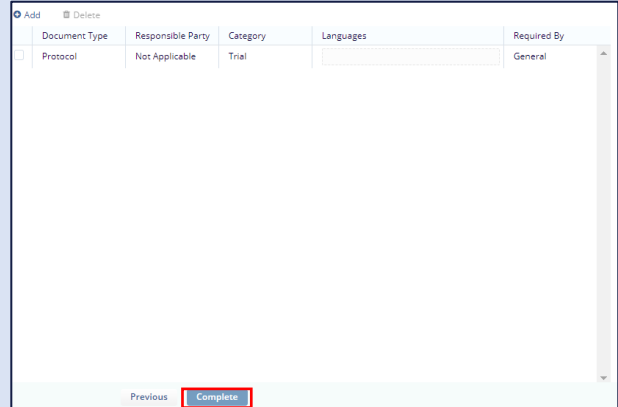
Status

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

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



6. Click **Complete** when finished



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