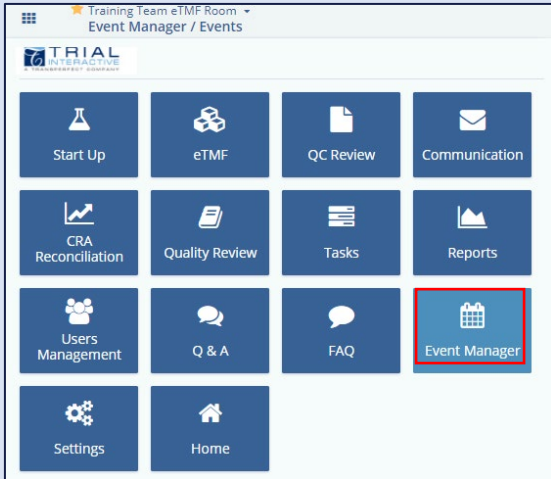


APPLICABLE TO:

- 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

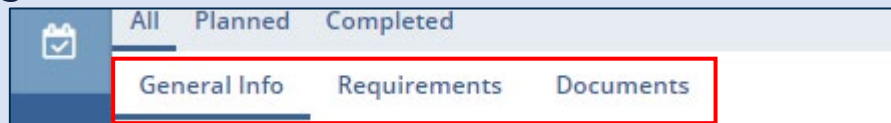


3. To edit an **Event**, choose the appropriate event, then click the **Profile** button at the bottom of the grid.

All Planned Completed							
Add Delete Filter							
1 - 18 of 53 (1 selected)							
Event Name	Category	Event Type	Status	Due Date Period	Description	Progress	Due Date
First Country RA ...	Site	First Country RA ...	Completed			25% (1/4)	



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.

