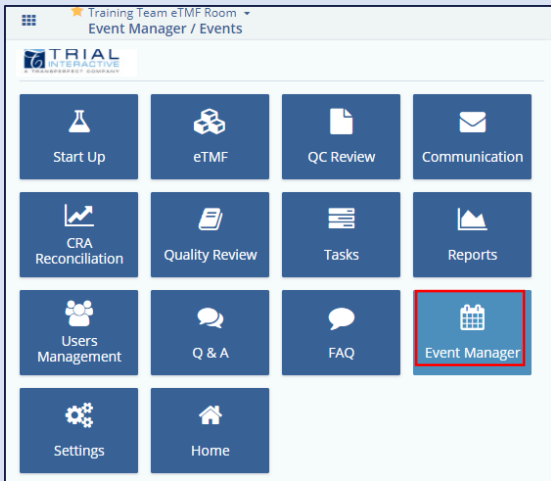**APPLICABLE TO:**

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

- ● eTMF
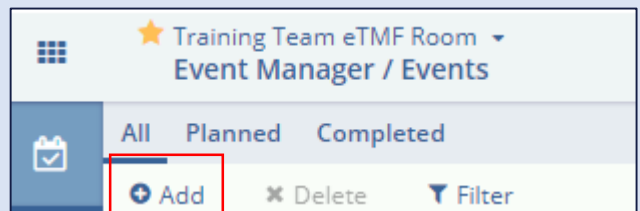- ○ Study Start-Up
- ○ myTI

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

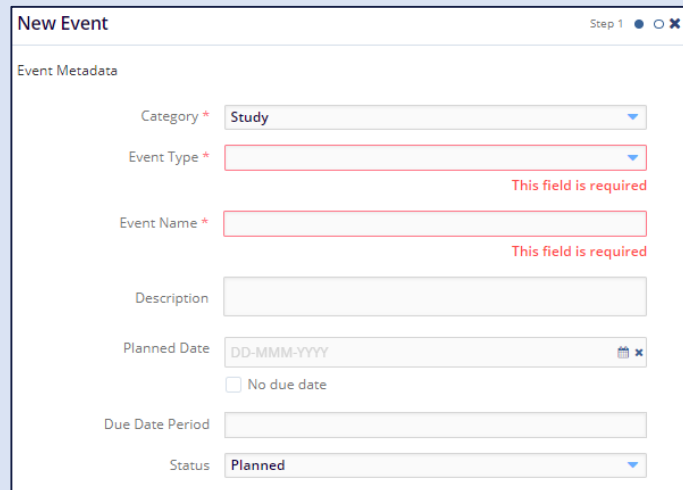**2. Click on the Events icon located on the left**

3. To 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.**

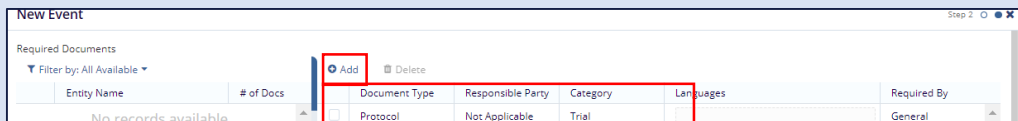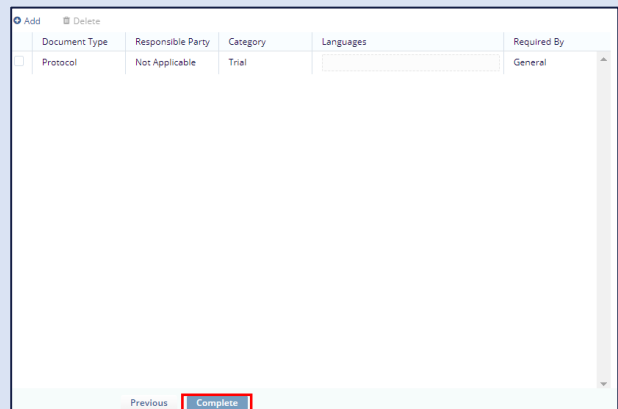**5.** The list of required documents associated with the **Event Type** previously selected will populate.

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**