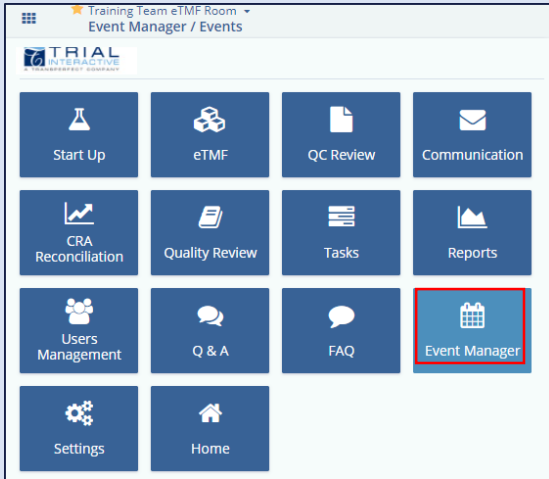


APPLICABLE TO:

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



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

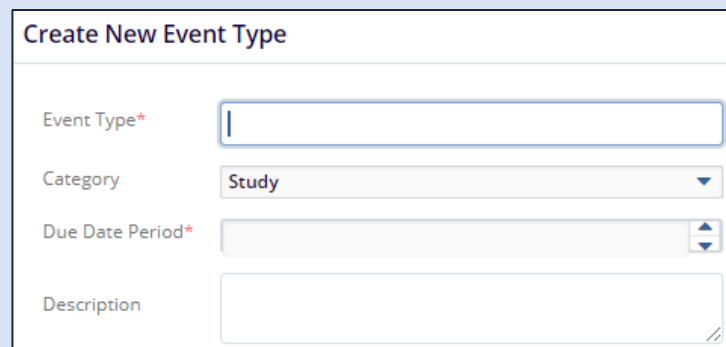
2. Click on the gear wheel icon located on the left (**Event Types**)



3. To create a **New Event Type** click the **Add** button.



4. Enter the name of the **Event Type** into the box, and fill out the additional fields such as **Category**, **Due Date Period**, and **Description**.



Create New Event Type

Event Type*

Category

Due Date Period*

Description

Document Types associated to this event type

<input type="checkbox"/>	Document Type Name
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5. Click **Add** to begin assigning document types to your Event

6. Select the appropriate **Document Types** that you want to associate with your **Event Type**, then click **Select**

Select Document Type

Document Types associated with other Event Types are not available for selection

- Trial 11
 - 01 Trial Management 5
 - 01.01 Trial Oversight 20
 - 01.02 Trial Team 2
 - 01.02.01 Trial Team Details 2
 - Transition Authorization Form
 - Trial Team Details
 - 01.02.02 Trial Team Curriculum Vitae 1

Document Types associated to this event type

<input checked="" type="checkbox"/>	Document Type Name
<input checked="" type="checkbox"/>	TrialN01 Trial Management\01.02 Trial Team\01.02.02 Trial Team Curriculum Vitae\Trial Team...
<input checked="" type="checkbox"/>	TrialN01 Trial Management\01.02 Trial Team\01.02.01 Trial Team Details\Trial Team Details
<input checked="" type="checkbox"/>	TrialN01 Trial Management\01.02 Trial Team\01.02.01 Trial Team Details\Transition Authoriza...

7. The list of selected **Document Types** will appear in the Event Type creation window.

<input checked="" type="checkbox"/>	TrialN05 Site Management\05.01 Site Selection\05.01.03 Feasibility Doc...
<input checked="" type="checkbox"/>	TrialN05 Site Management\05.03 Site Initiation\05.03.02 Site Training ...

Click **Create** to create the Event Type