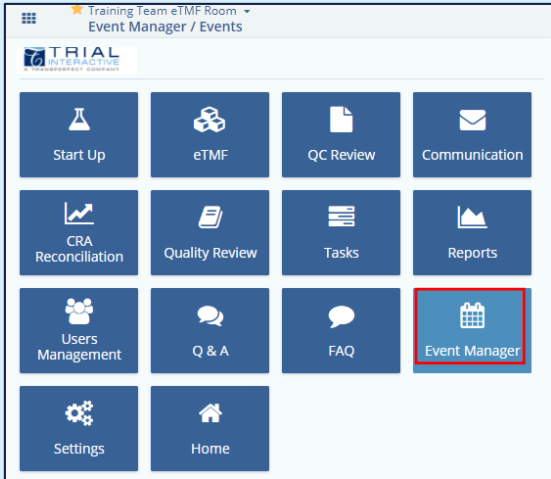


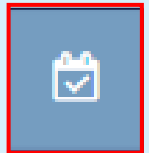
APPLICABLE TO:

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

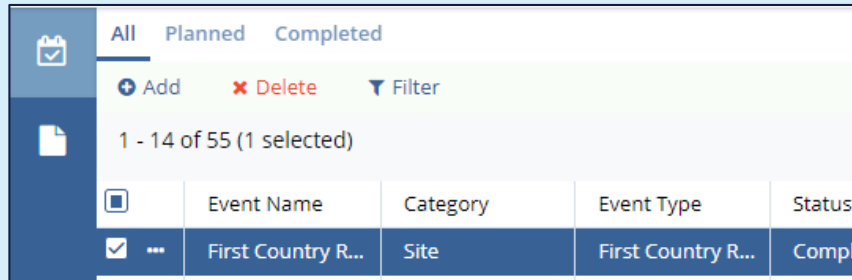


1. Log into a room and select **Event Manager** from the Navigation Grid

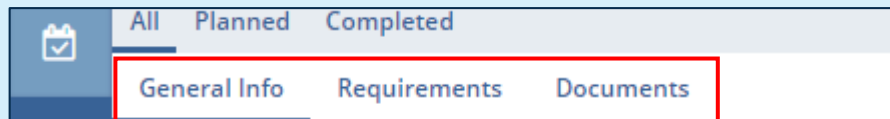
2. Click on the Events icon located on the left



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



4. Make your edits under **General Info, Requirements, or Documents**



5. When finished click **Save**, or **Save & Next** to move on to the next Event in the list.

