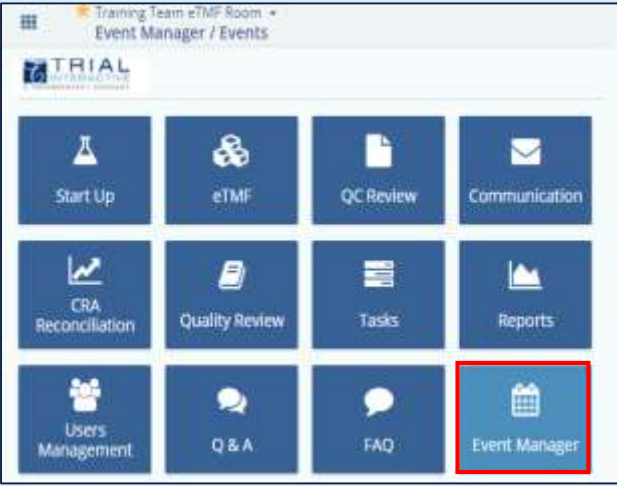


APPLICABLE TO:

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



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



Note: Event Manager needs to be enabled for the selected room

2. Click on the gear wheel icon located on the lower left of the screen (**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 ▼
Study

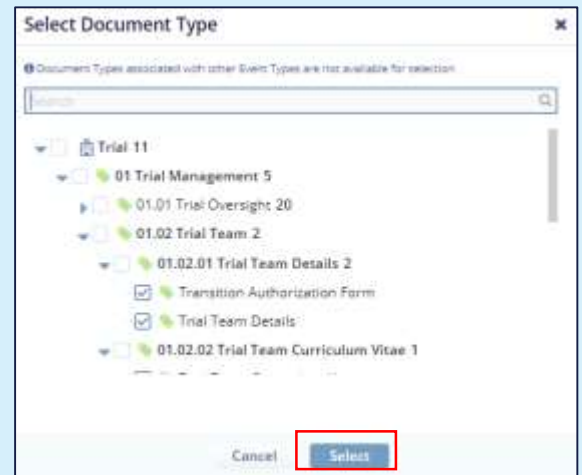
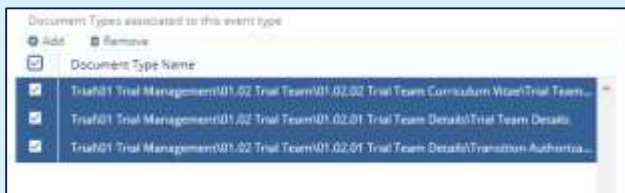
Due Date Period* ▲▼

Description



5. Click **Add** to begin assigning document types to your Event

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

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



Click **Create** to issue the Event Type. It can now be used to create Events.