

Creating Event

- Click **Enable** in the main project settings

The screenshot shows the top navigation bar with buttons for 'Project Home', 'Project Setup', 'Other Functionality', 'Project Revision History', and 'Edit project settings'. Below this, the 'Project status' is 'Development' and 'Completed steps 0 of 7'. The 'Main project settings' panel is highlighted with a red border. It contains a red 'X' icon and the text 'Not started'. There are two 'Enable' buttons, the second of which is highlighted with a red box. To the right, there are two toggle options: 'Use surveys in this project?' and 'Use longitudinal data collection with defined events?'. A video link 'VIDEO: How to create and manage a survey' is also present. At the bottom of the panel, there is a button 'I'm done!' and a text input field 'Modify project title, purpose, etc.'.

- A new development box will now appear. Click **Define My Events**.

The screenshot shows a development box titled 'Define your events and designate instruments for them'. It features a blue circular arrow icon and the text 'In progress'. Below the title, it says 'Create events for re-using data collection instruments and/or set up scheduling.' There are two buttons: 'Define My Events' (highlighted with a red box) and 'Designate Instruments for My Events'. A button 'I'm done!' is at the bottom left.

- Define your study events and arrange the workflow by dragging an event to specify the order.

The screenshot shows the 'Arm 1: Arm 1' interface. At the top, there is a button '+Add New Arm'. Below, the 'Arm name' is 'Arm 1' and there is a 'Rename Arm 1' link. A table lists five events:

	Event #	Event Name	Custom Event Label (optional)	Unique event name (auto-generated)
	1	Event 1		event_1_arm_1
	2	Event 2		event_2_arm_1
	3	Event 3		event_3_arm_1
	4	Event 4		event_4_arm_1
	5	Event 5		event_5_arm_1

Below the table is an 'Add new event' button (highlighted with a red box) and a form with two input fields: 'Descriptive name for this event' and 'Custom Event Label (optional)'. An example label is provided: 'Example: [visit_date], [weight] kg'.

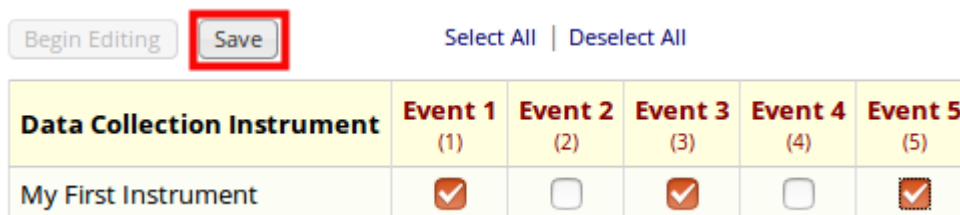
- Once the events have been defined you can assign a data collection instrument to them. Click **Designate Instruments for My Events** at the top.



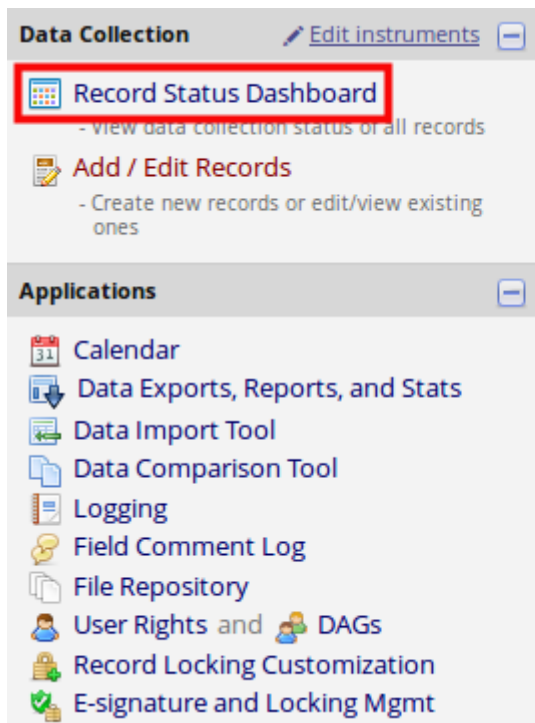
- Click **Begin Editing** and select the desired events for your chosen instrument.



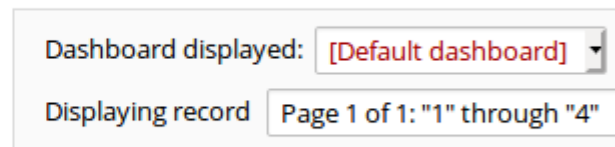
- Once events have been defined Click **Save**



- If you click on **Record Status Dashboard** you will see how the events and instruments appear.



instruments, you will only be able to view those ins
you will only be able to view records that belong to



	Event 1	Event 3	Event 5
Record ID	My First Instrument	My First Instrument	My First Instrument
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Testing Dashboard

To test the ordering of events, click **Add / Edit Records** to add a new record.