Creating Event

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

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

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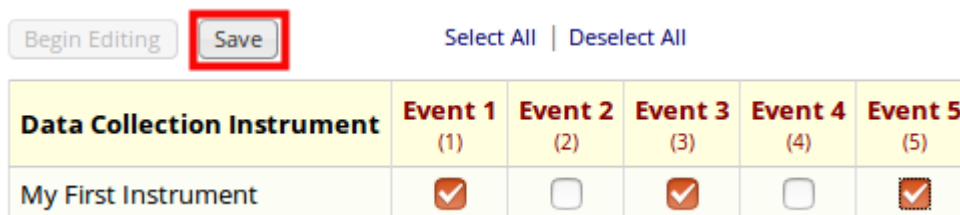

- Once the events have been defined you can assign a data collection instrument to them.
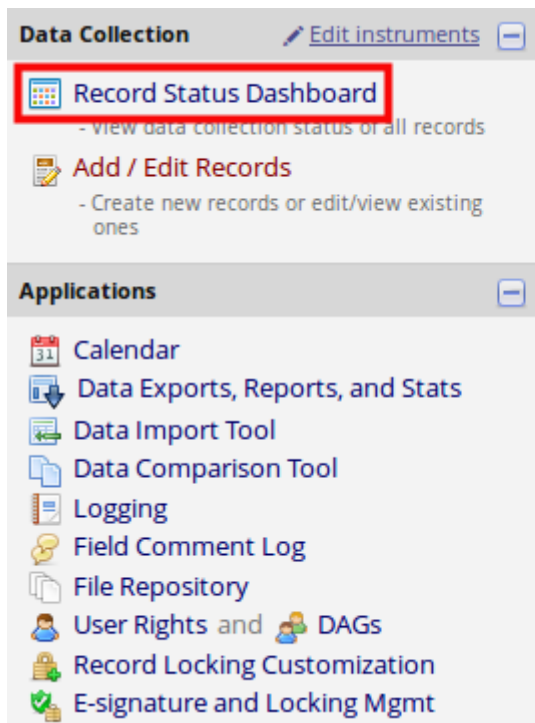 Click **Designate Instruments for My Events** at the top.

⏴ Project Setup	⊕ Define My Events	📇 **Designate Instruments for My Events**

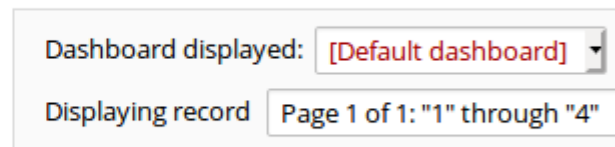▪ Click **Begin Editing** and select the desired events for your chosen instrument.

Begin Editing	Save

Data Collection Instrument	Event 1 (1)	Event 2 (2)	Event 3 (3)	Event 4 (4)	Event 5 (5)
My First Instrument					

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

Begin Editing	Save		Select All | Deselect All

Data Collection Instrument	Event 1 (1)	Event 2 (2)	Event 3 (3)	Event 4 (4)	Event 5 (5)
My First Instrument	☑	☐	☑	☐	☑

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

Data Collection   ✏ Edit instruments ⊟

🗓 Record Status Dashboard
    - View data collection status of all records

📝 Add / Edit Records
    - Create new records or edit/view existing ones

Applications   ⊟

📅 Calendar
📥 Data Exports, Reports, and Stats
🔁 Data Import Tool
📄 Data Comparison Tool
📋 Logging
💬 Field Comment Log
🗃 File Repository
👥 User Rights and 👥 DAGs
🔒 Record Locking Customization
✅ E-signature and Locking Mgmt

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

Dashboard displayed: [Default dashboard] ▾

Displaying record | Page 1 of 1: "1" through "4"

Displaying: Instrument status only | Lock status

Record ID	Event 1 My First Instrument	Event 3 My First Instrument	Event 5 My First Instrument
1	🔴	⚪	⚪
2	🟡	⚪	⚪
3	🟢	⚪	⚪
4	🔴	⚪	⚪

🔥 **Testing Dashboard**

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