1.4.8 Scheduling and Editing Events

You can schedule visit-based events or add common events from several areas within Study Runner, **if your user role has the appropriate permissions**:

- The **Participant Matrix**
- The **Participant Details** screen
- The **Tasks** menu

The sections below describe each method.

Schedule a Visit-Based Event from the Participant Matrix

1. In the Participant Matrix, click on the Participant Event you want to schedule.
2. Click **Schedule**.
3. From the **Study Event Definition** drop-down, select the event you want to schedule.
4. *(Optional)* Update the **Start Date/Time**. The current date is selected by default.
5. *(Optional)* Enter an **End Date/Time**.
6. *(Optional)* To schedule additional events, click **Schedule Another Event** and enter the details. Repeat as needed.
7. Click **Proceed to Enter Data** to begin data entry.

Schedule a Visit-Based Event from the Participant Details Screen

1. On the Participant Details screen, under **Visits**, click **Add New**.

2. Select a **Visit Name** from the drop-down list.

3. Update the **Start Date** if needed. The current date is selected by default.

4. *(Optional)* Click **Show advanced options** to edit the **Start Time** or **End Date/Time**.

5. *(Optional)* To add multiple visits, click **+ Add another visit** and enter the additional visit details.

6. Click **Add visits** to confirm.

 Note: Once you schedule a non-repeating event for a participant, it will no longer appear in the **Add Visits** window.

Schedule a Visit-Based Event from the Tasks Menu

1. In the Study Runner header, click **Tasks**.

2. Select **Schedule Event**.

3. Enter the **Participant ID**.

4. Select a **Study Event Definition** from the drop-down list.

5. *(Optional)* Update the **Start Date/Time**. The current date is selected by default.

6. *(Optional)* Enter an **End Date/Time**.

7. *(Optional)* To schedule multiple events, click **Schedule Another Event** and add additional entries.

8. Click **Proceed to Enter Data** to open the Participant Details screen.

Add a Common Event from the Participant Details Screen

1. Under **Common Events** (for example, *Adverse Events* or *Concomitant Medications*), click **Add New**.

 Note: Common Events do not require a visit date. When you click **Add New**, the form opens immediately.

View an Event

Click the **View** button in the **three dots** menu on the **Participant Details** screen.

Edit an Event

Click the **Edit** button in the **three dots** menu on the **Participant Details** screen.

Update the event information such as dates, status or attributes.

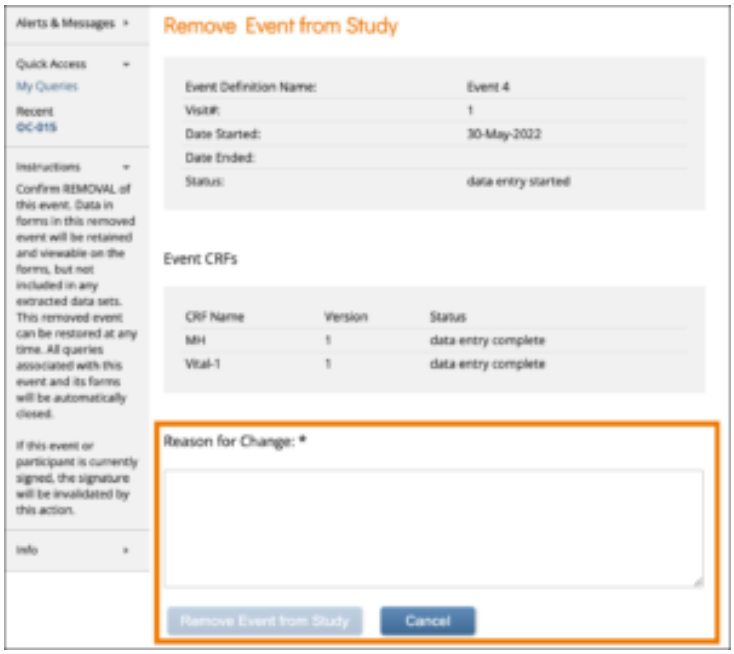
Select Submit Changes to save or Cancel to discard.

 Note: Available actions may be available based on your user role.

Remove an Event

Click the **Remove** button in the **three dots** menu on the **Participant Details** screen. Enter a *Reason for Change* and click **Remove Event from Study**.

 Note: If an Event is removed after being signed, the signature is invalidated, and if restored, the form must be signed again.



Restore an Event

If you have removed an Event you want to restore, click the **Restore** button in the three dot **Event Actions** menu on the **Participant Details** screen. Enter a Reason for Change and click Restore Event to Study.

 Note: If an Event is removed after being signed, the signature is invalidated, and if restored, the Event must be signed again. When data was entered on the Form prior to the Event being removed, "**The event this form is in has been removed"** appears at the top of the Form.

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