



2.3.2 Update Events

You can update information for an Event, such as the date or status:

1. In the Subject Matrix, click the View icon for the Subject.
The View Subject page opens.
2. For the Event you want to modify, click the Edit icon.
The Update Study Event page opens.
3. Change the date or other information. If you are changing the status, you are presented only with appropriate options, given your user Role, the Study status, and the status of CRFs for the Event. For more information, see [About the Event Status](#).
4. Click Submit Changes.
The View Subject page opens, showing the updated information for the Event.

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