## Create New Building Event

💾 Wed, Jan 17, 2024 🛛 🖿 Building Events

1. Click on the "Create New Building Event" button at the top and the Create New Building Event screen will open.

Create New Building Event		
Event Description		
Start Date		
End Date		
Pre-Event Highlight Days	0 ÷	
	Info for Work Order	💿 Not Available
	Info for Work Order Creation	
Buildings	Click here to make a selection	₹
Work Order Types	Click here to make a selection	▼
Equipment/Service Types	Click here to make a selection	
		OK Cancel

2. Firstly, enter a description of the event and enter the date parameters in which the even take place.

3. Select one of the three following options:

Info for Work Order means this event will show on the scheduler in work orders.

Info for Work Order Creation means that this event will be displayed to the User before the work order is created.

Not available means that this event will show on the scheduler in work orders.

4. Use the drop downs to select the Buildings, Work Order Types and the Equipment/Services Types that the Event should be applicable to.

5. Clicking "OK" will save this event.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=85

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