

# 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

☐ Info for Work Order ☐ Not Available ☐ Info for Work Order Creation

Buildings

Work Order Types

Equipment/Service Types

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>

