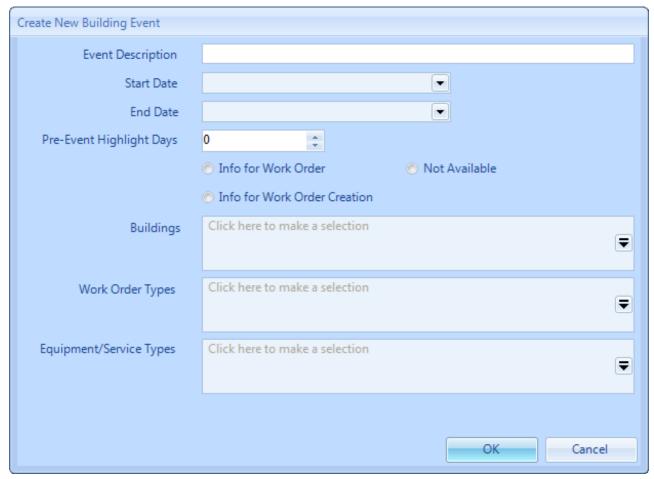
## Create New Building Event

₩ed, 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.



- 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.

