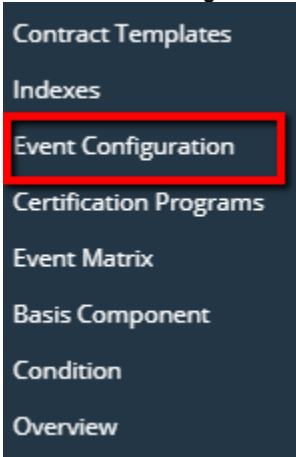


How To Create New Event via the Search Screen

Here are the steps on how to create new record via the Search screen:

1. Select **Contract Management Event Configuration** from the **Menu**.



2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the certification programs search screen.

Event Configuration										
New Open Refresh Report +										
Event Configuration										
View Filter (F3) 13 record(s)										
Event Name	Event Description	Alert Type	Notification Type	Summarized	Active	Days To Remind	Reminder Condition	Alert Frequency	Action Name	
<input type="checkbox"/> Unconfirmed con...	Unconfirmed co...	Event	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		0	Unconfirmed Se...	
<input type="checkbox"/> Contract without ...	Contract without...	Event	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		0	Contract w/o Se...	
<input type="checkbox"/> Unsubmitted Co...	Unsubmitted Co...	Event	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		0		
<input type="checkbox"/> Unsigned Contra...	Unsigned Contra...	Event	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2		0		
<input type="checkbox"/> Contract Without...	Contract Without...	Reminder	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	45	day(s) before du...	1		
<input type="checkbox"/> Contract Without...	Contract Without...	Reminder	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	day(s) after due ...	1		
<input type="checkbox"/> Contract Without...	Contract Without...	Reminder	Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	day(s) before du...	1		

3. Click **New** button to open blank screen to enter new record.

Event Configuration

New Save Search Delete Undo Close

Details

Recipients

Event

Description

Action

Alert Type

Notification Type

Summarized

Active

Remind Recipients

Reminder Condition

Alert Frequency

?

Ready

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