

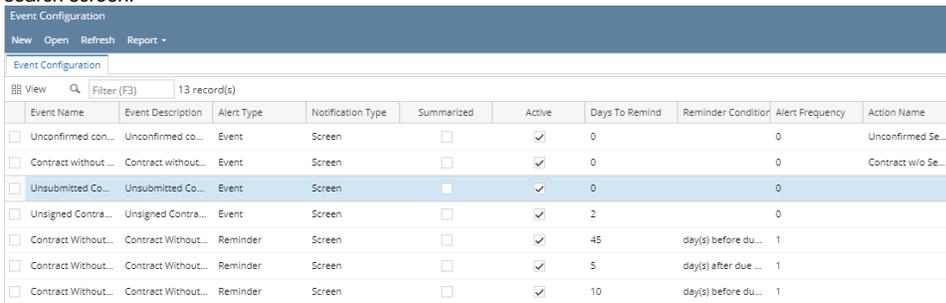
How To Create New Event via the Search Screen

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

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



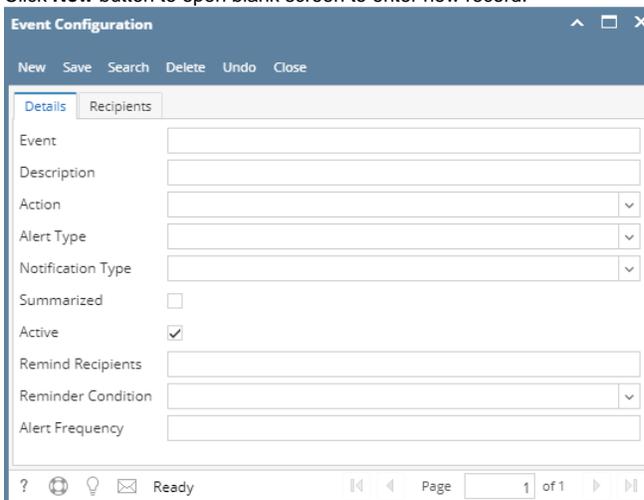
2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the certification programs search screen.



The screenshot shows the 'Event Configuration' search screen. At the top, there are buttons for 'New', 'Open', 'Refresh', and 'Report'. Below that is a search bar with 'Filter (F3)' and '13 record(s)'. The main part of the screen is a table with the following columns: Event Name, Event Description, Alert Type, Notification Type, Summarized, Active, Days To Remind, Reminder Condition, Alert Frequency, and Action Name. The table contains several rows of data, with the third row highlighted in blue.

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.



The screenshot shows the 'Event Configuration' 'New' screen. At the top, there are buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below that are two tabs: 'Details' and 'Recipients'. The 'Details' tab is active and contains the following fields: Event, Description, Action (dropdown), Alert Type (dropdown), Notification Type (dropdown), Summarized (checkbox), Active (checkbox, checked), Remind Recipients, Reminder Condition (dropdown), and Alert Frequency. At the bottom, there is a status bar with 'Ready' and 'Page 1 of 1'.