

# How To Create New Event

Here are the steps on how to create a Events:

1. From the **Contract Management > Event Configuration** menu, click **Event Configuration**. If there's an existing text, **Search Contract Text** screen will open. Otherwise, **New Event Configuration** screen will open automatically.
2. If Search event screen opens, click on **New** button to open blank Event screen.

The screenshot shows the 'Event Configuration' window with a menu bar containing 'New', 'Open', 'Refresh', and 'Report'. The 'New' button is highlighted with a red rectangle. Below the menu bar, there are tabs for 'Details' and 'Recipients'. The 'Details' tab is active, showing fields for 'Event', 'Description', 'Action', 'Alert Type', 'Notification Type', 'Summarized', 'Active', 'Remind Recipients', 'Reminder Condition', and 'Alert Frequency'. The 'Active' checkbox is checked. The 'Recipients' tab is also visible, showing a list of recipients.

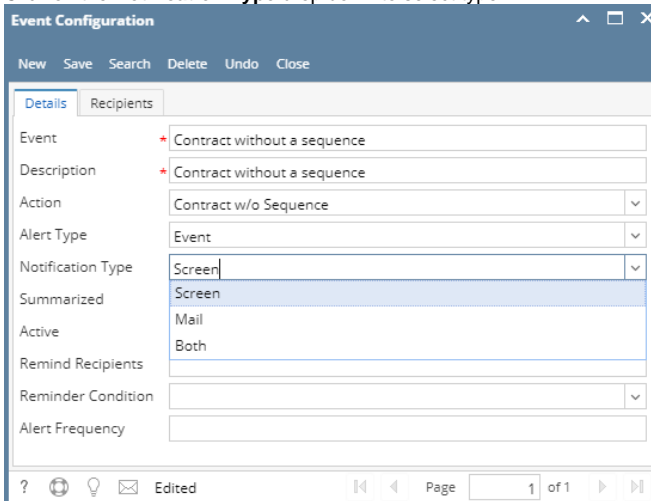
3. Enter any **Event** name. Field accepts alphanumeric values.
4. Enter any **Description** for event. Field accepts alphanumeric values.
5. Click on the **Action** drop down to select action.

The screenshot shows the 'Event Configuration' window with the 'Action' dropdown menu open. The dropdown menu lists several options: 'Contract without a sequence', 'Contract w/o Sequence', 'Action Name', 'Contract w/o Sequence', 'Sample Notification to Supervisors', and 'Unconfirmed Sequence'. The 'Contract w/o Sequence' option is selected and highlighted in blue.

6. Click on the **Alert Type** drop down to select type.

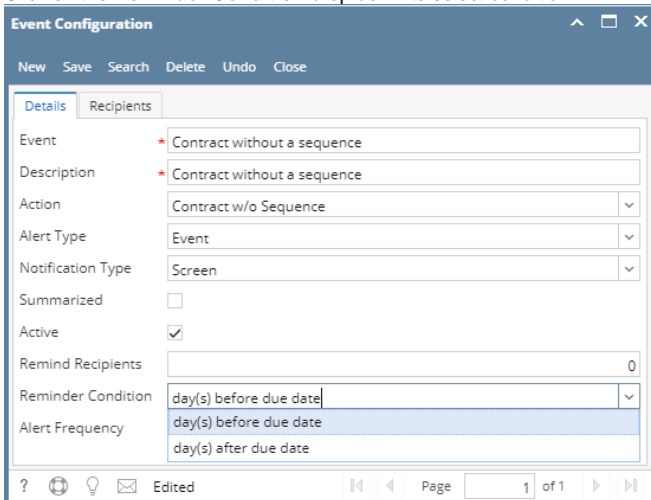
The screenshot shows the 'Event Configuration' window with the 'Alert Type' dropdown menu open. The dropdown menu lists several options: 'Event', 'Reminder', and 'None'. The 'Event' option is selected and highlighted in blue.

7. Click on the **Notification Type** drop down to select type.



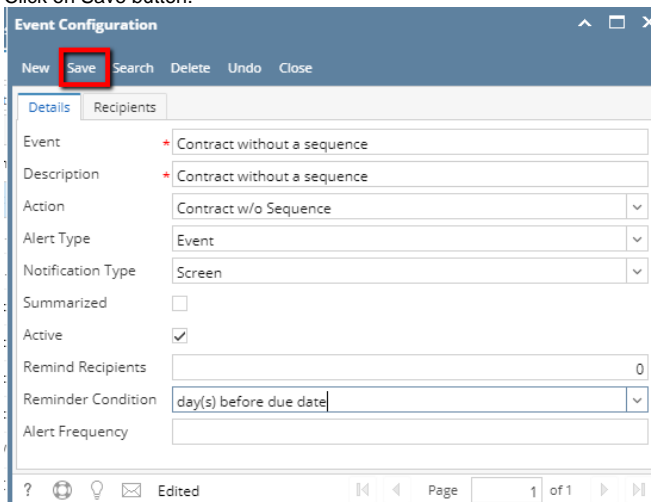
The screenshot shows the 'Event Configuration' dialog box with the 'Details' tab selected. The 'Notification Type' dropdown menu is open, displaying 'Screen' as the selected option, with 'Mail' and 'Both' as other available options. The 'Event' and 'Description' fields both contain the text 'Contract without a sequence'. The 'Action' dropdown is set to 'Contract w/o Sequence', 'Alert Type' is 'Event', and 'Remind Recipients' is set to 0. The 'Reminder Condition' dropdown is set to 'day(s) before due date'. The 'Alert Frequency' field is empty.

8. Check the **Summarized** check box if you want to make it summarized, else left blank.  
9. Check the **Active** check box if you want to make it active event, else left blank.  
10. Enter **Reminder**. Field accepts numeric values.  
11. Click on the **Reminder Condition** drop down to select condition.



The screenshot shows the 'Event Configuration' dialog box with the 'Details' tab selected. The 'Active' checkbox is checked. The 'Reminder Condition' dropdown menu is open, displaying 'day(s) before due date' as the selected option, with 'day(s) after due date' as another available option. The 'Event' and 'Description' fields both contain the text 'Contract without a sequence'. The 'Action' dropdown is set to 'Contract w/o Sequence', 'Alert Type' is 'Event', and 'Remind Recipients' is set to 0. The 'Alert Frequency' field is empty.

12. Enter any **Alert Frequency**. Field accepts numeric values.  
13. Click on Save button.



The screenshot shows the 'Event Configuration' dialog box with the 'Details' tab selected. The 'Save' button in the top toolbar is highlighted with a red box. The 'Event' and 'Description' fields both contain the text 'Contract without a sequence'. The 'Action' dropdown is set to 'Contract w/o Sequence', 'Alert Type' is 'Event', and 'Notification Type' is 'Screen'. The 'Summarized' checkbox is unchecked, and the 'Active' checkbox is checked. The 'Remind Recipients' field is set to 0. The 'Reminder Condition' dropdown is set to 'day(s) before due date'. The 'Alert Frequency' field is empty.