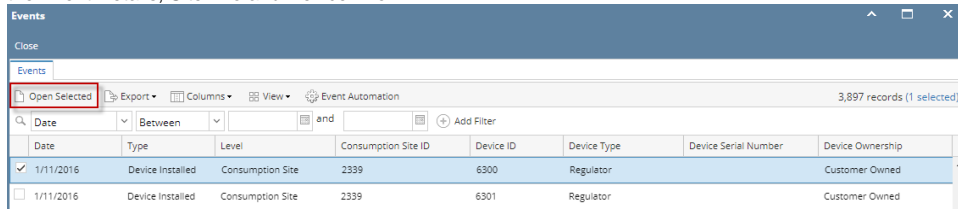


# How to Open an Event History record

The Event History screen is used to view events for the specific site and does not allow editing or creating of record.

- **Via Menu panel:**

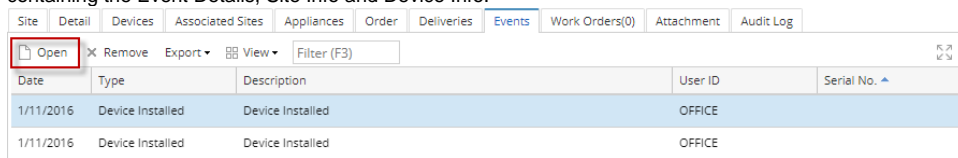
1. On the Menu panel under Reports, click the **Events menu**. This will open the Events screen.
2. Search for the event history, select and then click **Open Selected toolbar button**. This will open the Event History Screen containing the Event Details, Site Info and Device Info.



Date	Type	Level	Consumption Site ID	Device ID	Device Type	Device Serial Number	Device Ownership
1/11/2016	Device Installed	Consumption Site	2339	6300	Regulator		Customer Owned
1/11/2016	Device Installed	Consumption Site	2339	6301	Regulator		Customer Owned

- **Via Consumption Sites screen:**

1. [Open the Consumption Sites record](#).
2. Navigate to **Events tab**. Select the event you want to view, and then click the **Open button**. This will open the Event History Screen containing the Event Details, Site Info and Device Info.

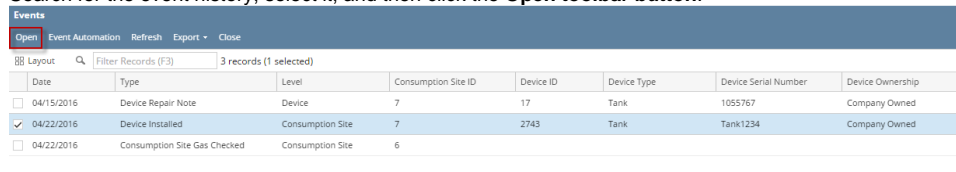


Date	Type	Description	User ID	Serial No.
1/11/2016	Device Installed	Device Installed	OFFICE	
1/11/2016	Device Installed	Device Installed	OFFICE	

The Event History screen opened using these two methods is for viewing only, and does not allow editing or creating of record.

- **Via Menu panel:**

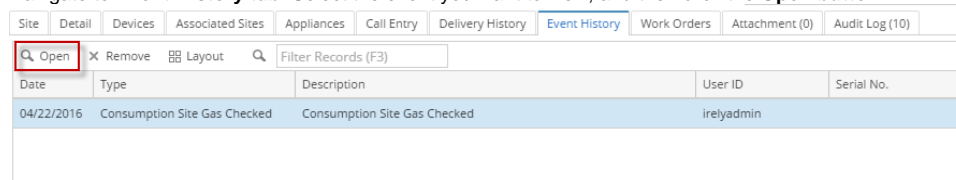
1. On the Menu panel, click the **Events menu**. This will open the Events screen.
2. Search for the event history, select it, and then click the **Open toolbar button**.



Date	Type	Level	Consumption Site ID	Device ID	Device Type	Device Serial Number	Device Ownership
04/15/2016	Device Repair Note	Device	7	17	Tank	1055767	Company Owned
04/22/2016	Device Installed	Consumption Site	7	2743	Tank	Tank1234	Company Owned
04/22/2016	Consumption Site Gas Checked	Consumption Site	6				

- **Via Consumption Sites screen:**

1. [Open the Consumption Sites record](#).
2. Navigate to **Event History tab**. Select the event you want to view, and then click the **Open button**.

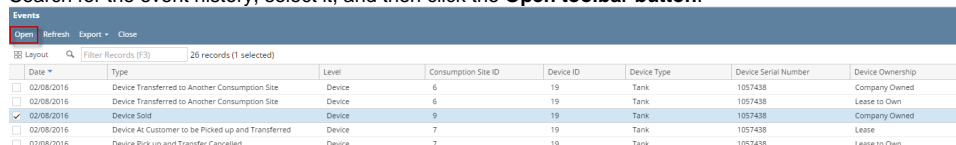


Date	Type	Description	User ID	Serial No.
04/22/2016	Consumption Site Gas Checked	Consumption Site Gas Checked	irelyadmin	

The Event History screen opened using these two methods is for viewing only, and does not allow editing or creating of record.

- **Via Menu panel:**

1. On the Menu panel, double click the **Events menu**. This will open the Events screen.
2. Search for the event history, select it, and then click the **Open toolbar button**.



Date	Type	Level	Consumption Site ID	Device ID	Device Type	Device Serial Number	Device Ownership
02/08/2016	Device Transferred to Another Consumption Site	Device	6	19	Tank	1057438	Company Owned
02/08/2016	Device Transferred to Another Consumption Site	Device	6	19	Tank	1057438	Lease to Own
02/08/2016	Device Sold	Device	9	19	Tank	1057438	Company Owned
02/08/2016	Device At Customer to be Picked up and Transferred	Device	7	19	Tank	1057438	Lease
02/08/2016	Device Pick up and Transfer Cancelled	Device	7	19	Tank	1057438	Lease to Own

- **Via Consumption Sites screen:**

1. [Open the Consumption Sites record](#).

2. Navigate to **Event History** tab. Select the event you want to view, and then click the **Open** button.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders	Audit Log (41)
<div> <input type="button" value="Open"/> <input type="button" value="Remove"/> <input type="button" value="Layout"/> <input type="text" value="Filter Records (F3)"/> </div>									
Date	Type	Description	User ID	Serial No.					
02/08/2016	Consumption Site ...	Consumption Site Reassigned	irelyadmin						
02/08/2016	Consumption Site ...	Consumption Site Deactivated	irelyadmin						
02/08/2016	Device Pick up and ...	Device Pick up and Transfer Cancelled	irelyadmin	1057438					
02/08/2016	Device At Custome...	Device At Customer to be Picked up and Transferred	irelyadmin	1057438					

○ **Via Menu panel:**

1. On the Menu panel, double click the **Events** menu. This will open the Events screen.
2. Search for the event history, select it, and then click the **View** toolbar button.

Events							
<div> <input type="button" value="View"/> <input type="button" value="Refresh"/> <input type="button" value="Close"/> </div>							
<div> <input type="button" value="Layout"/> <input type="text" value="Filter Records (F3)"/> 5 records </div>							
Date	Type	Level	Consumption Site ID	Device ID	Device Type	Device Serial Number	Device Ownership
06/09/2015	Event-009	Consumption Site	69464	197760	Tank	SN4567	Customer Owned
06/09/2015	Event-003	Consumption Site	69464	0			
06/09/2015	Event-009	Consumption Site	69464	197759	Tank	Tank 1	Company Owned
06/08/2015	Event-009	Consumption Site	69463	197756	Tank	test1224	Customer Owned
06/08/2015	Event-009	Consumption Site	69463	28633	Tank	47359	Company Owned

○ **Via Consumption Sites screen:**

1. [Open the Consumption Sites record](#).
2. Navigate to **Event History** tab. Select the event you want to view, and then click the **View** button.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders
<div> <input type="button" value="View"/> <input type="button" value="Remove"/> <input type="button" value="Layout"/> <input type="text" value="Filter Records (F3)"/> </div>								
Date	Type	Description	User ID	Serial No.				
06/10/2015	Event-005	Consumption Site Reassigned	AGADMIN					
06/10/2015	Event-002	Consumption Site Deactivated	AGADMIN					
06/09/2015	Event-003	Consumption Site Gas Checked	AGADMIN					
06/09/2015	Event-009	Device Installed	AGADMIN	Tank 1				
06/09/2015	Event-009	Device Installed	AGADMIN	SN4567				

○ **Via Menu panel:**

1. On the Menu panel, double click the **Events** menu. This will open the Search Events screen.
2. Search for the event history, select it, and then click the **Open Selected** toolbar button.

Search Events							
<div> <input type="button" value="Open Selected"/> <input type="button" value="Refresh"/> <input type="button" value="Close"/> </div>							
<div> <input type="text" value="Filter Records (F3)"/> 5 records (1 selected) </div>							
Date	Type	Level	Consumption Site ...	Device ID	Device Type	Device Serial Num...	Device Ownership
03/12/2015	Event-017	Consumption Site	69464				
03/12/2015	Event-009	Consumption Site	69464	197757	Tank	SN12345678	Customer Owned
03/12/2015	Event-012	Device	69464	197757	Tank	SN12345678	Customer Owned
03/12/2015	Event-009	Consumption Site	69464	197757	Tank	SN12345678	Customer Owned
03/12/2015	Event-014	Device	69463	197757	Tank	SN12345678	Customer Owned

○ **Via Consumption Sites screen:**

1. [Open the Consumption Sites record](#).

2. Navigate to **Event History** tab. Select the event you want to view, and then click the **View** button.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders
<div><div><div><div><div><div></div><div>View</div></div></div><div><div>Remove</div><div>Filter:</div><div></div><div></div></div></div></div></div>								
Date	Type	Description	User ID	Serial No.				
03/12/2015	Event-014	Device Sold	AGADMIN	SN12345678				
03/12/2015	Event-013	Device Repair Note	AGADMIN	SN12345678				
03/12/2015	Event-015	Device Transferred to Another Consumption Site	AGADMIN	SN12345678				