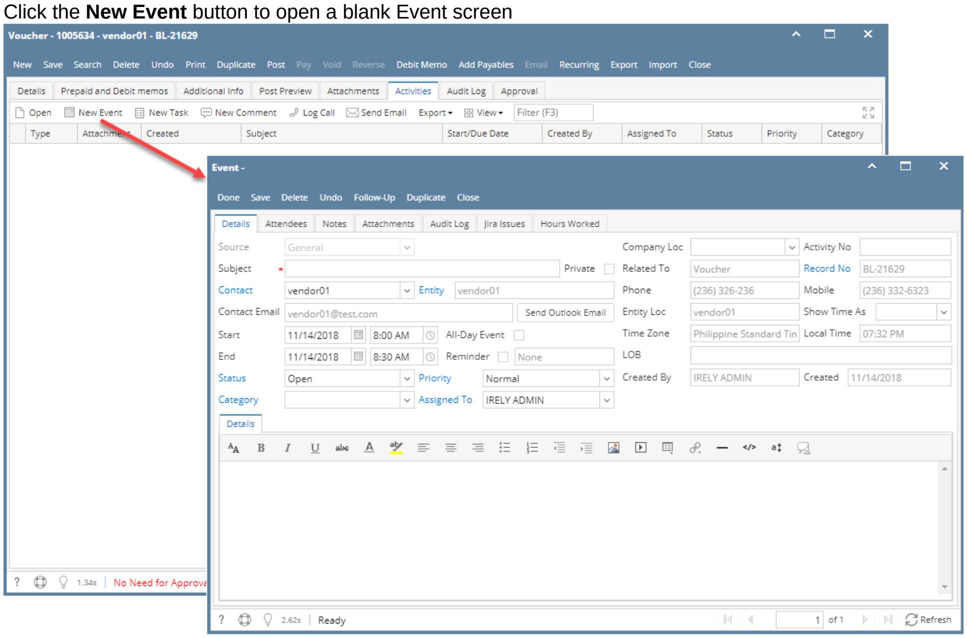
Activities - Event

The Event screen is configured for entering events, meetings, appointments, etc. Here's how to create an Event

1. Open a transaction screen and go to Activities tab
2. Click the **New Event** button to open a blank Event screen



3. Enter the needed information and Save.

Fields	Description
Source	This field is disabled. It will show General if it came from module screens other than CRM and Help desk
Subject	Required field. Subject of the event
Contact	Default contact of the entity used in the transaction
Entity	Entity used in the transaction
Contact Email	Email of the selected contact
Start	Start Date and Time of the Event
End	End Date and Time of the Event
All-Day Event	When enabled, Start Date and End Date will be the same, Start Time is 8:00 AM and End Time is 5:00 PM
Reminder	When enabled, the system will send a notification based before the time selected
Status	Status is a user-defined list (default to "Open"). This is a drill down link that opens the Status grid where the user can define anything they want. a. Not Started b. Open c. In Progress d. Complete
Priority	Priority is a user-defined list (default to "Normal"). This is a drill down link that opens the Priority grid where the user can define anything they want. a. High b. Normal c. Low
Category	Category is a user-defined list. This is a drill down link that opens the Category grid where the user can define anything they want.

Assigned To	Displays a list of i21 Users. This is defaulted to the Username of who is creating the Activity.
Private	If enabled means this Activity should only be displayed for the user who created it.
Company Loc	Drop down values should only display locations limited to user
Activity No	A unique record number for the Activity that is auto assigned
Related To	This field automatically populates if the Activity is created on a transaction screen
Record No	a. This field automatically populates if the Activity is created on a transaction screen b. This is a drill down link that opens the related transaction screen.
Phone	Displays the selected Contact's phone number
Mobile	Displays the selected Contact's mobile numbers
Entity Loc	Displays the selected Contact's location
Show Time As	a. Free b. Working Elsewhere c. Tentative d. Busy e. Out of Office
Time Zone	Time zone based on the location
Local Time	Local time on the user's machine
LOB	Displays the Line of business of the entity
Created By	Displays the Username who created the Activity
Created	Displays the Date the Activity was created
Details	Editor where the user can enter more details about the Activity