## **Event History**

The Event History screen is used to manually create consumption sites events or device events for a specific site. If you want to create a new device or site event, open this screen via **Consumption Sites > Create Event toolbar button**. If you need to view existing event records, refer to How to Open an Event History record.

Device event or consumption site event is manually created or auto-generated on any of the following processes.

- 1. When the Device Actions is used. See Device Actions
- 2. When the Create Event is used. See Event History
- 3. When a delivery is put on hold. See How to Put a Delivery On Hold
- 4. When a delivery is put off hold. See How to Put a Delivery Off Hold
- 5. When a site is reassigned. See How to Reassign a Consumption Site
- 6. When a device is attached. See How to Attach a Company Owned device and How to Attach a Customer Owned device
- 7. When the Event Automation is used. See Event Automation
- 8. When a device Lease Invoice is generated. See How to Generate a Device Lease Invoice

## **Field Description**

Date - This will default to the system date. You can enter a new date if needed.

Type - Select the event type that you wish to create. This is a required field.

Level - This will define the whether the event is a Consumption Sites or a Device level event.

Consumption Site ID - This is a read-only field which will display the site ID which the event will belong to.

Device ID - This is a read-only field which will display the device ID which the event belongs to. This is populated only when creating a Device Event.

Customer Number - This is a read-only field which will display the customer number which the event belongs to.

Description - This is blank by default, but will display the event description after a Type is selected. Enter additional description if needed.

**Device Type** - This is a read-only field which will display the device type of the device which the event belongs to. This is populated only when creating a Device Event.

**Device Serial Number** - This is a read-only field which will display the serial number of the device which the event belongs to. This is populated only when creating a Device Event.

**Device Ownership** - This is a read-only field which will display the ownership of the device which the event belongs to. This is populated only when creating a Device Event.

Performer ID - Select the ID who will perform the event.

User ID - This is a read-only field which will display the user ID of the user logged on the system when the event is created.

## Pages

- How to Open an Event History record
- How to Create a Consumption Sites Event
- How to Create a Device Event
- How to Delete an Event History record