

Add an Event

1. To add an event, click Events in the navigation bar, then click Add.
2. Enter a title for the event in the Display Name field.

Event Information

General

Display Name:

Folder: [Choose Folder](#)

Event Status:

Interruption Level:

Severity Level:

Description:

Additional Information +

3. Click Choose Folder to select a different location for the event.
4. Enter an Event Status and select the interruption and severity levels.
5. Click Add & Continue to see additional options.