## Add an Event
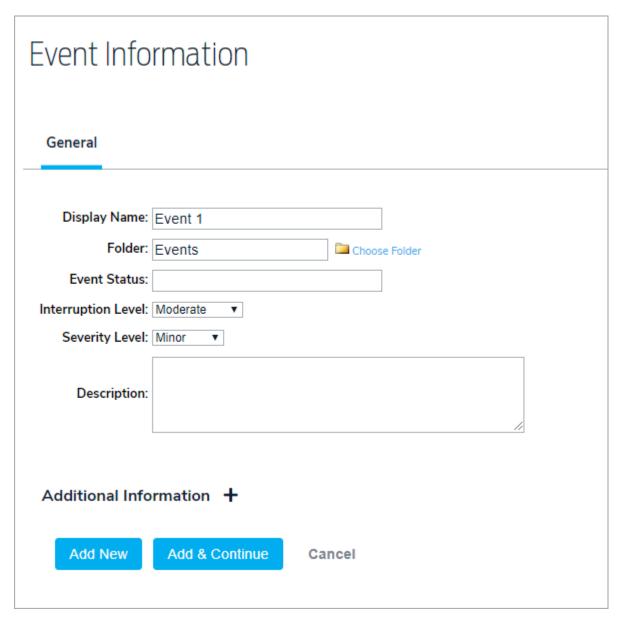
1. To add an event, click Events in the navigation bar, then click Add.

2. Enter a title for the event in the Display Name field.



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.