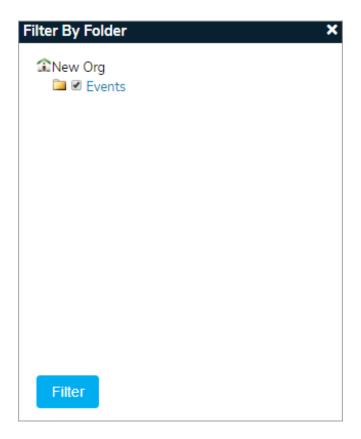
## View, Filter & Sort Events

To view an existing event, click the Events icon in the navigation bar, then click the icon in the Actions column. To edit the record, click the icon.



To filter the records by folder, click Filter, then select a folder.



To sort the records, click the column headers.