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Events

Events are situations or activities that are typically episodic. These situations often demand increased communications and can include additional status queries. Examples include emergencies, such as mass casualty incidents, public health advisories, Amber Alerts, severe weather warnings, supply queries, and bed counts. Events such as drills, exercises, sporting events, and training sessions can also be planned.

| Hospitals | Hospital | ED Status | NEDOCs | Bed Capacity: Burn | Bed Capacity: Peds | Bed Capacity: Psych | Bed Capacity: Med Surg |
|-----------|---------------------------|------------------|--------------------------|--------------------|--------------------|---------------------|------------------------|
| | Bellevue Hospital | Full | Alert 23 - Normal | 10 | 4 | 20 | 155 |
| | Cape Coral Hospital | Full | Open 15 - Normal | 2 | 10 | 24 | 52 |
| | Columbia Hospital | Normal | Alert 93 - Busy | 1 | 6 | 32 | 205 |
| | Fawcett Memorial Hospital | Nearing Capacity | Divert 102 - Overcrowded | 0 | 0 | 0 | 0 |
| | Gulf Coast Hospital | Evacuated | Open 17 - Normal | 0 | 0 | 0 | 55 |
| | Lee Memorial Hospital | Normal | Divert 108 - Overcrowded | 0 | 10 | 3 | 30 |

Event Fields

Events are usually created based on a template. Creating or editing event template is a rights-protected activity that offers multiple configuration options. The following table lists and describes the fields and options available when creating a new or editing an existing event.

| Field | Description | Valid Values |
|--------------------|---|--|
| Title | Name of the event. | Up to 75 characters |
| Information | Additional details about the event. | Up to 2,000 characters |
| Event Start | Start date and time for the event. The default is Immediately , but you can set a start date in the future (for example, for exercises and training sessions). | <ul style="list-style-type: none"> Immediately Date and time |
| Event End | Date and time the event is scheduled to end automatically. Alternatively, the event can be open-ended with no specified end date and time. | <ul style="list-style-type: none"> x hours after event starts Date and time Never |

| Field | Description | Valid Values |
|---------------------------------|---|---|
| Event Frequency | <p>Determines how frequently the event repeats. Events do not repeat by default, but they can be set to repeat daily, weekly, or monthly. After the event ends, the event is scheduled to occur again based on the selected frequency.</p> <p>Monthly events are scheduled based on the date. For example, if the event starts on May 5 at 1:00 PM, it will repeat on the fifth day of each month at 1:00 PM.</p> | <ul style="list-style-type: none"> • Do Not Repeat • Daily • Weekly • Monthly |
| Attached File | <p>Allows you to upload a file containing additional information about the event. Attaching a file to the event makes it available to associated users.</p> | <ul style="list-style-type: none"> • No file • A text file (.txt) or PDF (.pdf), with a maximum file size of 4.5 MB. |
| Display in Event Banner? | <p>Identifies if basic information about the event and a link to the event page appear in a banner near the top of view pages. This option must be selected for events that do not have resources identified.</p> | <ul style="list-style-type: none"> • Selected = Displays in event banner • Cleared = Does not display in event banner |
| Private? | <p>Determines what resources other people see on the <i>Event Status</i> page. If selected, only resources they are associated with are listed.</p> | <ul style="list-style-type: none"> • Selected = Private • Cleared = Not private |
| Drill? | <p>Indicates that the event is a drill or exercise. This does not change the behavior of the event in EMResource.</p> | <ul style="list-style-type: none"> • Selected = Drill or exercise • Cleared = Not a drill or exercise |
| End Quietly? | <p>Identifies if you want the event to end without sending notifications to participants and other stakeholders.</p> | <ul style="list-style-type: none"> • Selected = Ends quietly |

| Field | Description | Valid Values |
|--|---|--|
| | | <ul style="list-style-type: none"> • Cleared = Does not end quietly |
| Re-notify | Identifies if reminder notifications are sent to participants and other stakeholders. Re-notification can be set for a specified interval, beginning at a specific date and time or at particular times during the day. | <ul style="list-style-type: none"> • Disabled • Every x hours, starting at a specified date and time • At specified times |
| Street Address, City, State, Zip Code, County, Latitude/Longitude | Address where the event is located. Use the Lookup Address and View Map options to help determine locational details. | Text or selected values |
| Include all resources? | Multi-region events only. Includes all resources from all participating regions. | <ul style="list-style-type: none"> • Selected = Includes all resources • Cleared = Does not include all resources |
| Select an event template for each participating region | Multi-region events only. Select a template for each participating region. Do not select a template for regions that are not participating. | Selected templates |
| Resources to Participate in This Event | Identifies resources involved in this event. Selected resources are requested to update their event status types, in addition to their daily status types. Selecting a resource does not affect who will receive notifications regarding the event. | Selected resources |

PHI Warning

Do not include Protected Health Information (PHI) in EMResource events. When you create or edit an event, a warning about PHI appears at the top of the page. Click the link for more information.

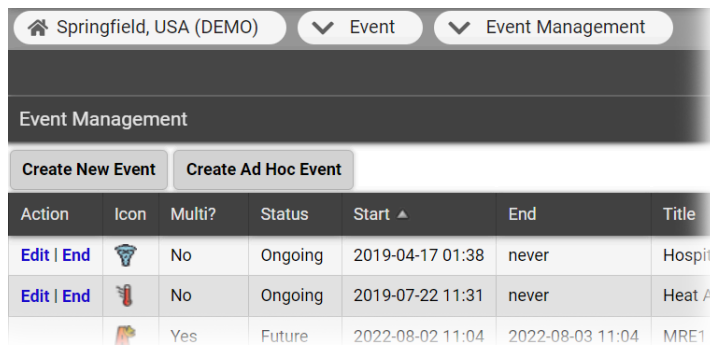
Updates

When an event's Title or Information are updated, or a resource is added to the event, then the word "Update" precedes the event name in the event bar. For multi-region events, adding regions to or removing them from the event is considered an update. To view a history of event updates, see [View Event History](#).

Ad Hoc Events

Authorized users can create ad hoc events to address situations that do not have an appropriate template. With the appropriate rights, the **Create Ad Hoc Event** button appears at the top of the *Event Management* page. With the create ad hoc events right, you can edit and end these events.

Creating ad hoc events is similar to setting up a standard event, except you must select the resource types and status types because the **Ad Hoc Event** template does not specify these. Before creating the ad hoc event, you should create the appropriate status types and associate them with the resource types for the event.



| Action | Icon | Multi? | Status | Start ▲ | End | Title |
|--|------|--------|---------|------------------|------------------|---------|
| Edit End | | No | Ongoing | 2019-04-17 01:38 | never | Hospita |
| Edit End | | No | Ongoing | 2019-07-22 11:31 | never | Heat Ac |
| | | Yes | Future | 2022-08-02 11:04 | 2022-08-03 11:04 | MRE1 |

Note: Ad hoc events are based on the **Ad Hoc Event** event template provided in EMResource. If you have the appropriate rights to manage ad hoc events and event templates, you can edit this template to accommodate your typical ad hoc events better.

Multi-Region Events

With the appropriate rights, including the *Maintain Events* right in regions you want to activate, you can create events that span multiple regions. To do this, every region you include must have a multi-region template that you can select when creating the event.

On the *Event Management* page, the **Create New Multi-Region Event** option is only visible if you have the appropriate rights. Creating a multi-region event is like creating a regular event, except you can include all resources in all participating regions or only select some resources from each region.

Include all resources? Check if this multi-region event should include all resources from participating regions.

Select an event template for each participating region

Abilene, TX -- Not Participating --

Central Texas Fire

yDemo Region -- Not Participating --

- Not Participating --
- Not Participating --
- Bird Flu
- Earthquake occurred
- Fire Occurring
- Regional Announcement (address required)
- Suspect Pursuit

Reported status types are based on those listed in each region's template. Additionally, if location is required in any region's template, it will be required for the multi-region event.

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Event Views

When an event is created in your region, the solution displays a notification in the event bar. The bar appears on every page in the solution and displays the event's name and icon. For more information, see [event notifications](#).

To view the event status page, take one of these actions.

- In the event bar, click the event notification
- On a *View* page, click the event icon next to a participating resource.
- In the *Event List*, locate the event and, on that row, click **View**.

The Event Status page opens. The first table shows the resources associated with the event and various details, such as status types (example: triage categories) and the date and time of the last update. The second table shows the summaries of any numeric status types. You can also [print or export](#) the event details. If you want to view an ended event's history, see [View Event History](#).

The screenshot shows the 'Event Status' page for 'Hospital Intoxication Patient Surveillance'. The page includes a description, start date (04/17/2019 01:38), and started by (Springfield Administrator). It features buttons for EXPORT, DOWNLOAD, and HISTORY. Below is a table with columns for Hospitals, Admit to ICU, Discharged/Sent Home, Expired in ED, Requiring Intubation, Intoxication - Cannabis, Intoxication - Cocaine, Intoxication - ETOH, and Intoxication - Other. The data is as follows:

| Hospitals | Admit to ICU | Discharged/Sent Home | Expired in ED | Requiring Intubation | Intoxication - Cannabis | Intoxication - Cocaine | Intoxication - ETOH | Intoxication - Other |
|---------------------------|--------------|----------------------|---------------|----------------------|-------------------------|------------------------|---------------------|----------------------|
| Bellevue Hospital | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 2 |
| Cape Coral Hospital | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Columbia Hospital | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Fawcett Memorial Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Griff Power Hospital | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

Notes:

- In some cases, the event creator may choose to not display the event in the event bar. In this situation, you can view event details by clicking the event icon, located next to a resource on a view.
- On a view and the Event List, the keys icon appears in the first column of a resource table if you are authorized to update the status for that resource. See also [Update Resource Statuses](#).

Event List

To see a list of all events, in the main menu, click **Event** and then click **Event List**. This page offers details about active and ended (within the last 24 hours) events. Details include the event's status, start and end times, name, and more. The **Action** column provides access to tasks you can perform.

| Action | Icon | Multi? | Status | Start ▲ | End | Title |
|----------------------|------|--------|---------|------------------|-------|--------------------------------------|
| View | | No | Ongoing | 2019-04-17 01:38 | never | Hospital Intoxication Patient Survey |
| View | | No | Ongoing | 2019-07-22 11:31 | never | Heat Advisory |

Click **View** to open the Event Status page. For an ended incident, click **View History** to open the *Event History* window, which offers information about updates and date and time each update occurred. This list does not include events scheduled for the future. Future events are only available through the *Event Management* page.

Event Status

Some events are informational only and resources are not necessarily involved or queried. Other events involve resources and their status types. For these, the Event Status page provides details by resource. This can include numbers, such as available beds in the Emergency Department (ED), available Operating Rooms (OR), doses of a particular medication, ventilators on hand, and available trauma surgeons.

Note: If the event creator marked the event as **private**, you will see only those statuses associated with your facility.

On the *Event Status* page, take any of these actions.

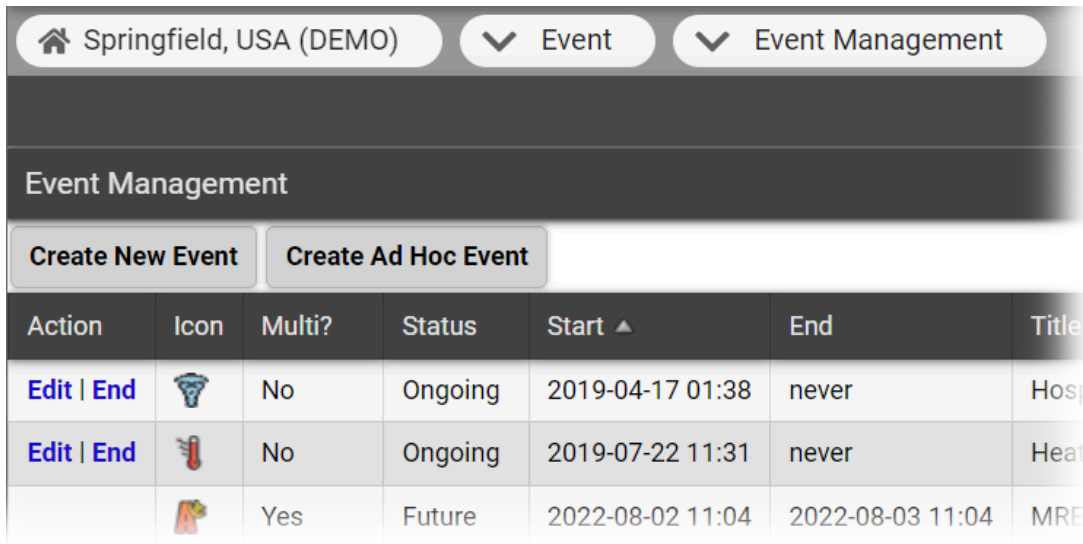
- To open a document attached to this event, click **Download**.
- To view the event history, click **History**.
- To update an item, such as the number in a triage category, click the corresponding cell in the table.
- To update all event statuses for a resource, click the keys icon. If you are authorized and required to update a resource, when you take an action in the solution, the system automatically takes you to the *Update Status* page first.

For a multi-region event, clicking the banner shows you the details for your currently selected region and its resources. If you want to view the event from another participating region's perspective, in the main menu, click **My Regions** and click the name of the region. Then, click the notification in the event bar.

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Create an Event

Depending on your permissions, you may be able to create events, including ad hoc and multi-region events. Events are created from templates that include an icon, and ask you to enter specific details.



Note: Prior to creating an ad hoc event, you should create the appropriate status types and associate them with the resource types for the event.

After creating an event, if you specified an address, you can open the [Map view](#) to see the event icon at the specified location. Click the icon to view the event details. Alternatively, select the event in the *Event Resources* field to limit the view to only resources associated with that event.

Keep the following in mind about event creation:

- The **Title** and **Information** fields may contain default text that provides a generic description of the event type. You can use the default text or edit to replace it.
- By default, events end 24 hours from the date and time you create them.
- By default, the **Display in Event Banner** checkbox is selected, and the event will appear in the event bar at the top of EMResource. If you do not want the event displayed in the banner, clear the **Display in Event Banner** checkbox.
- For certain types of events, especially those created to coordinate and track emergency response, certain address details (**City, State, and County**) may be required. If they are, two asterisks (**) appear next to the field label.
- In specifying a location, you can enter minimal details (such as city and state) and then look up the address. In the map, click the location icon and drag it to the appropriate spot in the map.

To create an event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Click **Create New Event**. The *Select Event Template* page opens.
3. Locate the template you want to use and, on that row, click **Create**. The *Create Event* page opens.
4. Enter this information.

| Field | Description | Valid Values |
|--------------------|-------------------------------------|------------------------|
| Title | Name of the event. | Up to 75 characters |
| Information | Additional details about the event. | Up to 2,000 characters |

| Field | Description | Valid Values |
|------------------|--|---|
| Event End | Date and time the event is scheduled to end automatically. Alternatively, the event can be open-ended with no specified end date and time. | <ul style="list-style-type: none"> • x hours after event starts • Date and time • Never |
| Drill? | Indicates that the event is a drill or exercise. This does not change the behavior of the event in EMResource. | <ul style="list-style-type: none"> • Selected = Drill or exercise • Cleared = Not a drill or exercise |

5. To provide more detail, click **Show more settings**. Additional fields appear.

6. Enter this information.

| Field | Description | Valid Values |
|---------------------------------|--|---|
| Street Address | Number and name of the street at which the event is located. | Text |
| City | Name of the city in which the event is located. | Text |
| State | Abbreviation for the state in which the event is located. | Selected state |
| Zip Code | United States Postal ZIP Code in which the event is located. | Text |
| County | State county or parish in which the event is located. | Selected county |
| Latitude/Longitude | Geographic coordinates where the event is located. To obtain the exact Latitude and Longitude , click Look up Address . | Text |
| Event Start | Start date and time for the event. The default is Immediately , but you can set a start date in the future (for example, for exercises and training sessions). | <ul style="list-style-type: none"> • Immediately • Date and time |
| Event Frequency | Determines how frequently the event repeats. Events do not repeat by default, but they can be set to repeat daily, weekly, or monthly. After the event ends, the event is scheduled to occur again based on the selected frequency. Monthly events are scheduled based on the date. For example, if the event starts on May 5 at 1:00 PM, it will repeat on the fifth day of each month at 1:00 PM. | <ul style="list-style-type: none"> • Do Not Repeat • Daily • Weekly • Monthly |
| Attached File | Allows you to upload a file containing additional information about the event. Attaching a file to the event makes it available to associated users. | <ul style="list-style-type: none"> • No file • A text file (.txt) or PDF (.pdf), with a maximum file size of 4.5 MB. |
| Display in Event Banner? | Identifies if basic information about the event and a link to the event page appear in a banner near the top of view pages. This option must be selected for events that do not have resources identified. | <ul style="list-style-type: none"> • Selected = Displays in event banner • Cleared = Does not display in event banner |
| Private? | Determines what resources other people see on the <i>Event Status</i> page. If selected, only resources they are associated with are listed. | <ul style="list-style-type: none"> • Selected = Private • Cleared = Not private |

| Field | Description | Valid Values |
|--------------|---|--|
| End Quietly? | Identifies if you want the event to end without sending notifications to participants and other stakeholders. | <ul style="list-style-type: none"> Selected = Ends quietly Cleared = Does not end quietly |
| Re-notify | Identifies if reminder notifications are sent to participants and other stakeholders. Re-notification can be set for a specified interval, beginning at a specific date and time or at particular times during the day. | <ul style="list-style-type: none"> Disabled Every x hours, starting at a specified date and time At specified times |

7. In the *Select Resources* page, select the checkbox for resources you want to include in this event. The event icon appears next to selected resources in *Views*.

Note: All resources associated with the event template are displayed. Selected resources are requested to update their event status types, in addition to their daily status types. Selected resources do not indicate who will receive notifications regarding the event. Refer to [Set Up Template Notifications](#) for more information.

8. Click **Start Event**.

To create an ad hoc event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Click **Create Ad Hoc Event**. The *Create Ad Hoc Event* page opens.
3. Enter the requested information (see the procedure *Create an Event* above for field descriptions).
4. Click **Next**. The *Select Resources* page opens.
5. Locate and select the checkbox for resources you want to include in this event. The event icon will appear next to selected resources in *Views*.

Note: All resources associated with the event template are displayed. The resources you select will receive a request to update their event status types (in addition to their daily status types); however, selected resources will not necessarily receive event notifications regarding the event. Refer to [Set Up Template Notifications](#) for more information.


6. Click **Next**. The *Select Status Types* page opens.
7. Locate and select the checkbox for status types (associated with the selected resources) that you want to monitor.
8. Click **Next**. The *Ad Hoc Event Confirmation* page opens.
9. Review the information you entered and when you are ready to create the event, click **Yes**.

To create a multi-region event

Note: Creating a multi-region event may take several minutes to complete.

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Click **Create New Multi-Region Event**. The *Create Multi-Region Event* page opens.
3. Enter the requested information (see the procedure *Create an Event* above for field descriptions).
4. Click **Next**. The *Select Resources* page opens.
5. In the *Resources to Participate in This Event* area, take one of these actions.

| If you want to... | Then... |
|---|--|
| Include all resources from all participating regions, | Select the Include all resources checkbox. |
| Only include some resources from certain regions, | <ol style="list-style-type: none"> a. Clear the Include all resources checkbox and for each region, select the appropriate template. b. Click Next. A page opens for every region you selected. c. On each region page, select specific resources and click Next. The confirmation page opens. |

| If you want to... | Then... |
|-------------------|---|
| |  Tip: Use the filter and search options to reduce the number of resources and make it easier to identify the appropriate resources. |

6. Click **Next**. The *Select Status Types* page opens.
7. Locate and select the checkbox for status types (associated with the selected resources) that you want to monitor.
8. Click **Next**. The *Multi-Region Event Confirmation* page opens.
9. Review the information you entered and when you are ready to create the event, click **Yes**.

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Edit an Event

If you have appropriate permissions, you can edit events through the *Event Management* page.

| Action | Icon | Multi? | Status | Start ▲ | End | Title |
|--|------|--------|---------|------------------|------------------|---------|
| Edit End | | No | Ongoing | 2019-04-17 01:38 | never | Hospita |
| Edit End | | No | Ongoing | 2019-07-22 11:31 | never | Heat Ac |
| | | Yes | Future | 2022-08-02 11:04 | 2022-08-03 11:04 | MRE1 |

Existing events are listed, along with details about the event. The options you see in the **Action** column depend on your rights in relation to the event and the status of the event, such as ongoing or ended.

EMResource automatically sends [notifications](#) to appropriate users when events are created and, for some, when they are ended. Some events end automatically after a period. An authorized user can manually [end an event](#) prior to the indicated end time. In addition, adding a resource to an active event and changing the regions associated with an active multi-region event also generate automated notifications.

If you are authorized to work with ad hoc events, you can create, edit, and end them. Editing an active event generally includes updating the event details. For multi-region events, this can include adding and removing regions.

To edit an event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **Edit**. The *Edit Event* page opens.
3. Update the event as needed.
4. Click **Save Changes**.

To edit an ad hoc event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **Edit**. The *Edit Ad Hoc Event* page
3. Update the event as needed.
4. Click **Next**. The *Select Resources* page opens.
5. If appropriate, add resources to the event.
6. Click **Next**. The *Select Status Types* page opens.

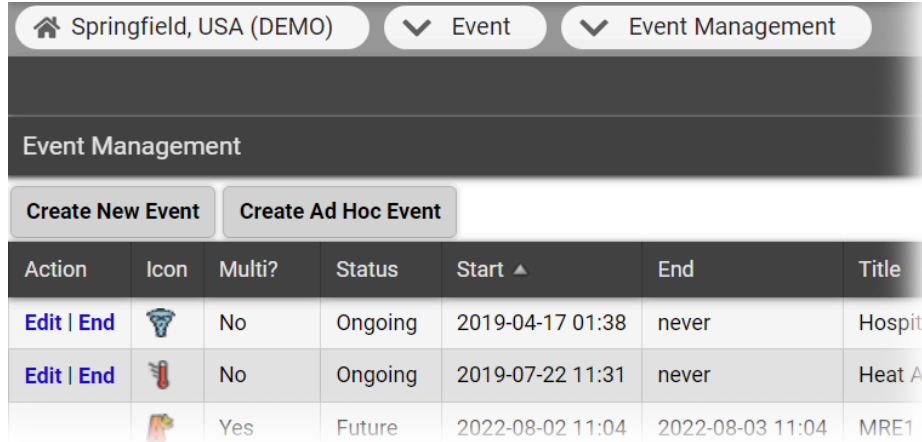
Note: If you did not add resources on the *Select Resources* page, you cannot make changes to this page.




7. If appropriate, add **Status Types** to the event.
8. Click **Next**. The *Ad Hoc Event Confirmation* page opens, showing various high-level details.
9. Click **Yes**.

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End an Event

If you have the appropriate permissions, you can end events through the Event Management page.



| Action | Icon | Multi? | Status | Start ▲ | End | Title |
|--|---|--------|---------|------------------|------------------|---------|
| Edit End |  | No | Ongoing | 2019-04-17 01:38 | never | Hospita |
| Edit End |  | No | Ongoing | 2019-07-22 11:31 | never | Heat Ac |
| |  | Yes | Future | 2022-08-02 11:04 | 2022-08-03 11:04 | MRE1 |

The options you see in the **Action** column depend on your rights in relation to this event, and the status of the event, such as ongoing or ended.

EMResource automatically sends notifications to appropriate users when events are created and, for some, when they are ended. Some events end automatically after a period. However, events can be manually ended prior to the scheduled end time. If you are authorized to work with ad hoc events, you can create, edit, and end them.

To end an event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **End**. A window opens asking you to confirm.
3. Click **OK**. The window closes.

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Export an Event View

You can export the details of events to which you have access, including those for your region and other regions, through the Event Status page. If you have the Report - Event Snapshot right, you can take a "snapshot" of nearly any event at a specific point in its history and then export it in the spreadsheet (XLSX) format. This can be useful, for example, when you need to provide the information to a regulatory body. If the event details include resources and/or status types that did not exist at the time of the snapshot, "N/A" appears as the status.

To export an event view

1. In the top banner's event bar, click the event. The *Event Status* page opens.
2. Click **Export**. The *Generate Snapshot Report* window opens.
3. Take one of these actions.

| If you want to... | Then... |
|--------------------------------|--|
| Use the current date and time, | Click Use Current Date And Time , |
| Use a specific date and time, | <ol style="list-style-type: none">a. Click Specify Date And Time.b. For Select Date, enter the date and time you want to capture. |

4. Click **Generate Snapshot Report**. The window updates with the completed report.
5. Click the name of the report (XLSX). The report downloads according to your browser settings.

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Respond to an Event Notification

When an event occurs, notifications with event details are automatically sent to the people associated with that event.

To receive notifications, you must be associated with the template used to create the event, associated with the affected resources, subscribed to receive that type of event notifications, and have accurate contact details specified on your profile.

If you are not logged in to EMResource when the event occurs, you may learn about the event through an email or text message. Email and text messages include the name of the event, its details, the name of the person who created it, and the regions involved. In addition, the message includes a link to the Event Status page in EMResource.

To respond to a notification

1. On your computer, laptop, or mobile device, open the message.
2. Click the event details link.
3. Log in to **EMResource**. The *Event Status* page opens.
4. If you also subscribe to notifications through the web page, the event notification window opens. Potentially, an audible alert accompanies the window. Acknowledge the notification and, if appropriate, [update the event statuses](#).

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Update an Event Status

Event statuses offer specific information related to the resources and statuses of an event.

For example, for a mass casualty incident, your organization may report the status of patients by resource and triage category. In addition, you might report on the availability of specific equipment or your facility's decontamination capacity.

| Hospitals | Admit to ICU | Discharged/Sent Home | Expired in ED | Requiring Intubation | Intoxication - Cannabis | Intoxication - Cocaine | Intoxication - ETOH | Intoxication - Heroin | Intoxication - Methamphetamine | Intoxication - Prescription Opioid | Intoxication - Other | Narcotics Doses Dispensed | Comment |
|---------------------------|--------------|----------------------|---------------|----------------------|-------------------------|------------------------|---------------------|-----------------------|--------------------------------|------------------------------------|----------------------|---------------------------|---------|
| Bellevue Hospital | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 4 | 0 | 7 | |
| Cape Coral Hospital | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 4 | 0 | 5 | |
| Columbia Hospital | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | |
| Fawcett Memorial Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | |
| Gulf Coast Hospital | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| Lee Memorial Hospital | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 4 | |
| Lee South | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |

Your organization may also create ongoing events for non-emergency situations. For instance, you can track bed counts, with each status representing the bed availability in a specific unit or ward.

Most events appear in the banner at the top of every page, offering quick access to event details. In some cases, events are not displayed in the banner, but can be accessed through the *Event List*.

Note: If the event ends while you are in the process of using the Update Status page, changes you make to any of the statuses will not be retained. EMResource displays a message indicating that the event ended.

To update an event status

1. In the top banner's event bar, click the **event**. The *Event Status* page opens.
2. Locate the resource you want to update and, on that row, take one of these actions.

| If you want to... | Then... |
|--------------------|---|
| Update one status, | In that column, click the current value. The <i>Update Status</i> window opens. |

| If you want to... | Then... |
|---------------------------|--|
| Update multiple statuses, | a. On the left, click the keys icon . The <i>Update Status</i> window opens. b. Select the checkbox for the statuses you want to update. The status value field appears. |

3. Edit the status value.
4. If appropriate, for **Comment**, enter notes about the status update.
5. Click **Save**. The window closes.

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View Event History

If you have the appropriate rights, you can view the history of active and ended events.

The screenshot shows a web application interface with a top navigation bar. The left side of the bar has a yellow background with 'Heat Advisory' and a right side with a blue background with 'Hospital Intoxication Patient Surveillance'. Below the bar is a table titled 'Event List' with columns: Action, Icon, Multi?, Status, Start, End, Title, Drill, Template, and Information. Two rows are visible in the table.

| Action | Icon | Multi? | Status | Start | End | Title | Drill | Template | Information |
|----------------------|------|--------|---------|------------------|-------|--|-------|---------------------------|---------------------------------------|
| View | | No | Ongoing | 2019-04-17 01:38 | never | Hospital Intoxication Patient Surveillance | No | Intoxication Surveillance | Please provide information on the fol |
| View | | No | Ongoing | 2019-07-22 11:31 | never | Heat Advisory | No | Weather Advisory | NWS has issues a Heat Advisory unti |

To view an active event's history

1. In the top banner's event bar, click the event. The *Event Status* page opens.
2. On the right, click **History**. The *Event History* window opens.
3. To print the history, on the upper right, click **print**.
4. When you are done, click the X icon to close the window.

To view an ended event's history

1. In the main menu, click **Event** and then click **Event List**. The *Event List* page opens.
2. Locate the event and, on that row, click **View History**. The *Event History* window opens.
3. To print the history, on the upper right, click **print**.
4. When you are done, click the X icon to close the window.