

You should set up all games or events for which you want to track incidents, so that you can link all incidents back to the event during which they occurred. Some clients also find it useful to create non-specific event records, such as for daily security tours, to track work or time against.

1. Set up your Event Types

This capsule allows you to categorize the different types of events that occur. It is not mandatory for tracking events, but it can be useful when reporting on a group of events.

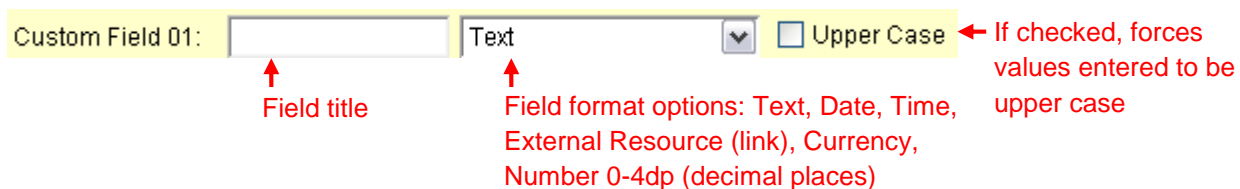
- Go to the **Agreements** tab of the Console and open the **Event Types** capsule.
- Add a new record for each type of event you want to track (e.g. CONCERT, MLB). It is only necessary to enter a **Code** and **Description** for each record.

Note: The Custom Fields allow you to store additional information for each Event Type, but this information does not appear on an Event record when it is linked to the type.

2. Determine the information you want to store for each event

The event file has already defined some basic information for you to store, including the event type, location, and event date(s). You must define individual fields to store more specific details.

- Go to the **Agreements** tab on the Console, right-click on the **Events** capsule, and select **Preferences**.
- Click on the **Operations** button and select **Define Custom Fields**.
- Define each field to specify a different detail you want to record:



Custom Field 01: Text ☐ Upper Case

Field title

Field format options: Text, Date, Time, External Resource (link), Currency, Number 0-4dp (decimal places)

If checked, forces values entered to be upper case

Common details include: Start/End Time, Opponent, Weather, and End Alcohol Sales.

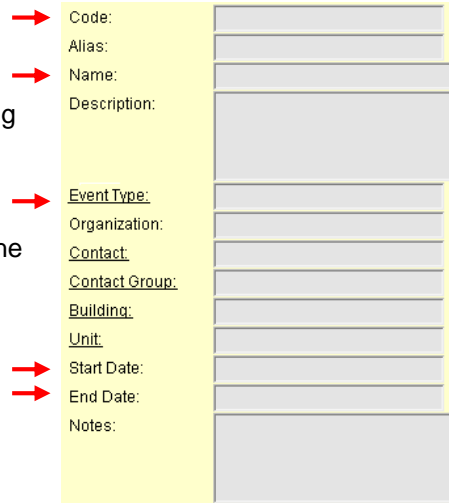
- Press the green checkmark to save your changes.

3. Add the events

a. Go to the **Agreements** tab of the Console and open the **Game/Event** capsule with no records.

b. You can add each record individually, completing at least the following key fields:

- *Code* – unique identifier for the event, usually referencing the event date. **e.g.** For a Buffalo Bills game on 9/19/09, the code may be 090919-BUF.
- *Name* – event name (will appear on any records when the event is linked).
- *Event Type* – link to one of the event types created in Step 1.
- *Start/End Date* - of the event.
- Any custom fields you defined in the Event Preferences.



The screenshot shows a form with the following fields: Code, Alias, Name, Description, Event Type, Organization, Contact, Contact Group, Building, Unit, Start Date, End Date, and Notes. Red arrows point to the Code, Name, Event Type, Start Date, and End Date fields, indicating they are required.

Note: If you have a list of events, preferably in electronic format, DIG can help you import them all at once.