

Viewing Diary Event Information

This function allows the user to view the details and audit history of the selected event.

Open the Schedule application.

Select the Schedule Data tab.

Select the data view you wish to work in, By Location or By Employee.

Select the location or employee you wish to view.

Select the event which you wish to view the information for.

Click on the 'Info' button. The Diary Event Information window will be displayed. At the top of the window you see a number of tabs, these are described below.

Detail - gives basic information of the event, i.e. location, contract, post, employee allocated, start and finish date and time.

Location - displays the location and post details for the selected event.

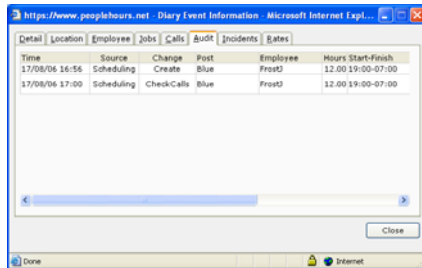
Employee - displays the contact details and Next of Kin of the employee allocated to the selected event.

Job	Start	Finish	Location	Post
Visit	01:00	02:30	Barratts	Visit

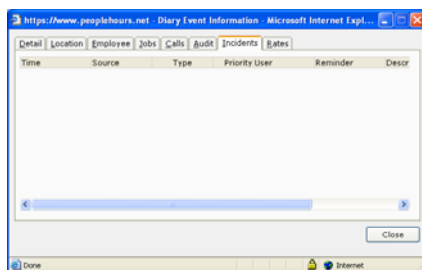
Jobs – if the event has had jobs created within it, the Jobs tab will be displayed and will show details of all of the jobs scheduled within the event.

Call	PIN	SIN	Expend	Window	Actual	Source	CLI	Notification
ON	0031	0017	19:00	18:45-19:10				
CHK	0031	0017	20:00	19:45-20:15				
CHK	0031	0017	21:00	20:45-21:15				
CHK	0031	0017	22:00	21:45-22:15				
CHK	0031	0017	23:00	22:45-23:15				
CHK	0031	0017	00:00	23:45-00:15				
CHK	0031	0017	01:00	00:45-01:15				
CHK	0031	0017	02:00	01:45-02:15				
CHK	0031	0017	03:00	02:45-03:15				
CHK	0031	0017	04:00	03:45-04:15				
CHK	0031	0017	05:00	04:45-05:15				
CHK	0031	0017	06:00	05:45-06:15				

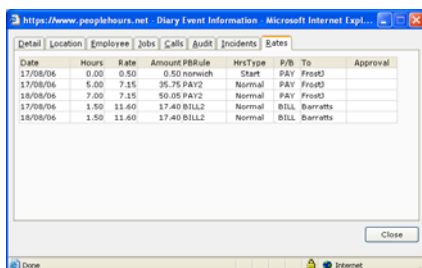
Calls – this gives details of the calls scheduled during the course of the event. It will also show the actual time the call was made, how it was made and the incoming telephone number if presented to the Call Taker. This view is not available for Recurring Events.



Audit – this gives details of all of the actions and changes that have been made to the event, the user who made the changes, any comments recorded and any event check failures that have occurred.



Incidents – this gives details of any incidents that have been logged against the event.



Rates – this displays the pay and bill rates that will be applied to the event.

This view is not available for Recurring Events.

Click on the 'Close' button to close the window.