

View Event History

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

The screenshot shows the EMR system interface. At the top, there is a navigation bar with "Springfield, USA (DEMO)", "Event", and "Event List" dropdown menus, and an "EVENTS" button. Below this is a banner with "Heat Advisory" and "Hospital Intoxication Patient Surveillance". The main content area is titled "Event List" and contains a table with the following data:

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.