
10 OVERVIEW OF EVENTS

From the start to the end of each material acquiring procedure, *events* are recorded. Details of acquiring certain material are found in the list of events for the selected material.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Events** folder in the list of objects related to the material.

The **Events** window will open with a list of events for the material. The following pieces of information are given for each event:

- "Cur. No." – current number
 - "Reference No." – identification number of the object for which the event has been performed, e.g. order item No., invoice item No.
 - "Object" – name of the object for which the event has been performed
 - "Status" – object status
 - "Description" – additional event description
 - "Entered by" – username of the person who has entered the event
 - "Entered" – date and time of the event
3. Close the window.