

Adding Events Manually

If an event is missing from a permit (e.g. a Meter Release after Certificate of Completion for electrical permits), you can still add it manually.

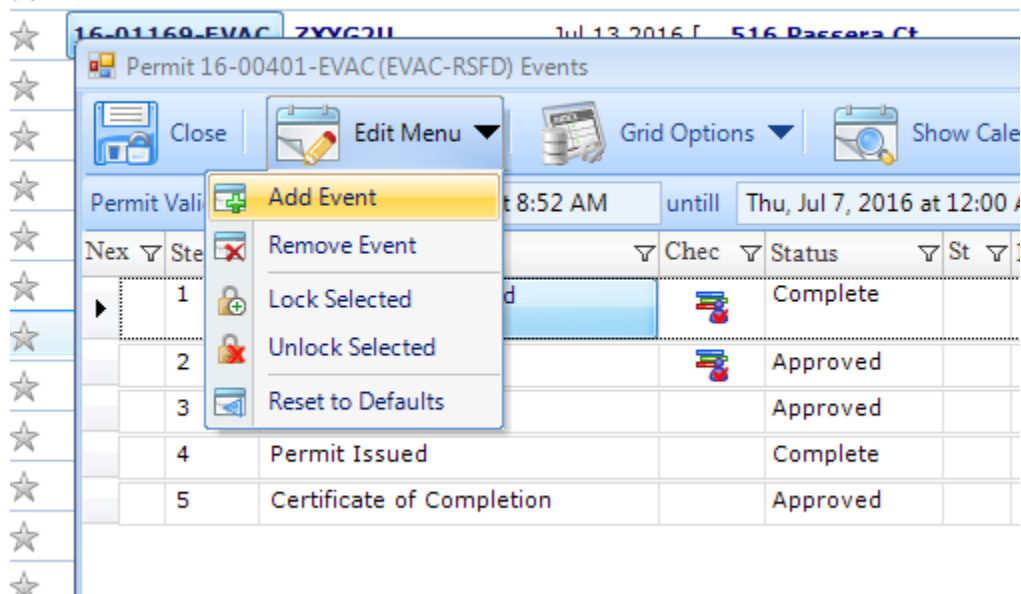
1. Open Manage Events

Click the “Manage” button on the Events tab.

The screenshot shows the 'Permit Form' application window. The 'Events (5)' tab is selected, displaying a list of events. The 'Manage' button, represented by a gear icon, is circled in red. The 'Add' button, represented by a plus icon, is also visible. The event list includes:

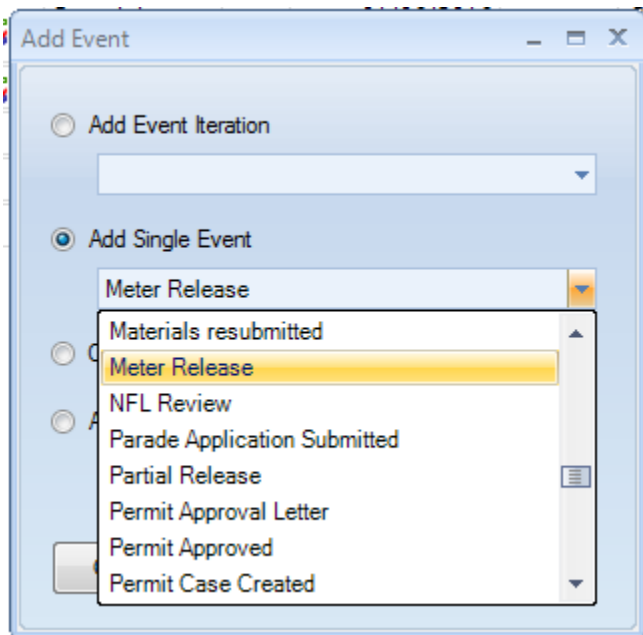
Description	Contacts (2)	Events (5)	Reviews	Contractors	Inspections (2)
Application Submitted Complete		Wed 1/6/16 Corey Brian Chatman			
Application Review Approved		Thu 1/7/16 ntdo			
Permit Approved Approved		Thu 1/7/16 ntdo			
Permit Issued Complete		Thu 1/7/16 publicwebcrm			
Certificate of Completion Approved		Fri 1/8/16 ntdo			

2. Click the Edit Menu, and select “Add Event”



3. Select the Event

In the drop-down text box under “Add Single Event”, scroll down to the event you need, and then click the OK button.



4. Click OK in Target Date Properties

A new window will open up, called "Target Date Properties". It might already have picked up the event that the new event should follow, in this case, "Certificate of Completion". If it's not showing the correct event, you can select that in the drop-down text box under "From Previous Event". Either way, when the correct previous event is selected, click the OK button.

Target Date Properties

Target Date Type
Number of Days

Associated Calendar Event
None

Previous Event Information

From Previous Event
Certificate of Completion

- None
- Application Submitted
- Application Review
- Permit Approved
- Permit Issued
- Certificate of Completion

From Previous Event
None

Days From Event

Cancel OK