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Events Overview

Events are the action steps once the plan has been launched. Events can be edited on the fly, if something in the plan changes. It is a means of monitoring who is assigned certain tasks and how the plan is progressing.

Events							Filter	Add	
Event Name	Active	Status	Event Date ↓	Interruption Level	Severity Level	Actions			
Plan 1	False	Active	09/20/2018 12:23:34 PM	Minor	Minor	  			
Plan 1	False	Active	09/20/2018 11:42:57 AM	Minor	Minor	  			
Page size 10 ▼							<< < Page 1 of 1 > >>		
							Displaying 1 - 2 of 2		

It is also important to note that when you are in an Event, the left navigation tools are directly part of that Event. You can click on any of these items to view their contents for that Event. You can add objects dynamically to an Event if necessary. The highlighted icon indicates what section you are in.

Corporate » New Org » Events » Plan 1











Event Information

General Visual Modeler Action Steps Relationships Properties

Display Name: Plan 1

Folder: Events  [Choose Folder](#)

Event Status: Active

Interruption Level: Minor ▼

Severity Level: Minor ▼

Description:

Additional Information +

Save & Exit

Save & Continue

Cancel

Delete

Add an Event

1. To add an event, click Events in the navigation bar, then click Add.
2. Enter a title for the event in the Display Name field.

Event Information

General

Display Name:

Folder:  [Choose Folder](#)

Event Status:

Interruption Level: Moderate ▼

Severity Level: Minor ▼

Description:

Additional Information +

Add New

Add & Continue

Cancel

3. Click Choose Folder to select a different location for the event.
4. Enter an Event Status and select the interruption and severity levels.
5. Click Add & Continue to see additional options.

View, Filter & Sort Events

To view an existing event, click the Events icon in the navigation bar, then click the  icon in the Actions column. To edit the record, click the  icon.

Events

Filter

Add



Event Name	Active	Status	Event Date ↓	Interruption Level	Severity Level	Actions
Plan 1	False	Active	09/20/2018 12:23:34 PM	Minor	Minor	  
Plan 1	False	Active	09/20/2018 11:42:57 AM	Minor	Minor	  

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Displaying 1 - 2 of 2

To filter the records by folder, click Filter, then select a folder.

Filter By Folder

 New Org
 ☒ Events

Filter

To sort the records, click the column headers.

Event Action Steps

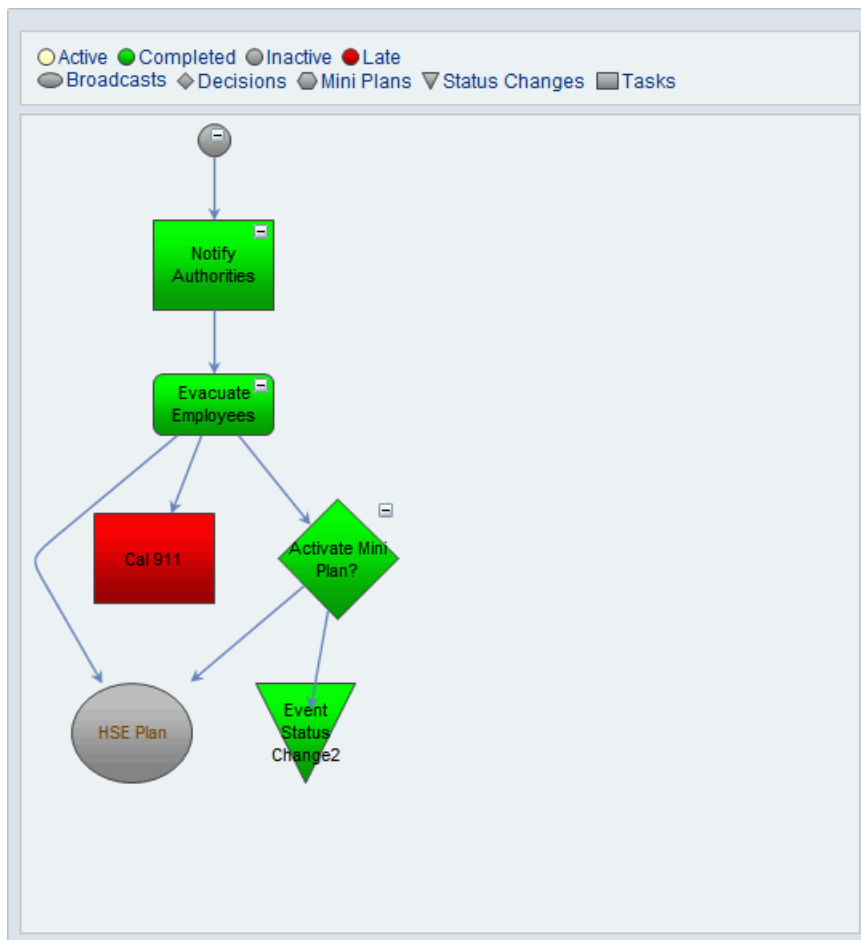
Global AlertLink is uniquely designed to allow you to create true, actionable work flows as a response to any event.

Once a Plan has been launched and action steps have been completed, the status for each of the action steps will change to active and a progress column is added. This allows you to view the progress of the events as they take place.

The process for creating action steps in events is nearly identical to the process for creating plan action steps. Note, however, that you can only save plan action steps, whereas event action steps can be activated. For information on creating action steps in events, follow the instructions in the [Action Steps](#) section in the Plans section.

Events Visual Modeler

When you activate a plan, all workflow, processes and knowledge loaded into the plan during this phase will be automatically available within the incident control area for the live event.



Click the Visual Modeler tab to view the workflow in the advanced visual editor. If mini plans are included in your event, the Visual Modeler, when refreshed, will display the tasks inside each mini plan once the mini plan is activated as long as the mini plan is being merged into the plan and not launching a separate event.

