Create or edit a Patient Event

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Create a New Event

1. Search for a patient.
2. Click **Show**.
3. In the Main Menu, click **Events**.
4. Click **New**.
5. Case Linking Options
    a. If linking the new event with a case, click Select for a case.
        i. Fields from the case will auto-populate within the event. The Staff Member field will auto-populate with the currently logged in user.
        ii. The **Start Date** fields auto-populate to today's date and time.
        iii. In the **End Date** field, enter the event's ending date and time.
        iv. In the **Service Location** field, select the event's service location. This is restricted to the relevant locations for a given service location.
        v. In the **Service Type** field, select the event's service type.
        vi. Click **Create Event**.
    b. If not linking the new event with a case, click Continue without selection.
        i. The **Staff Member** field will auto-populate with the currently logged in user.
        ii. Complete other fields per the instructions above.
        iii. Click **Create Event**.

Edit an Event

If the user has edit permissions and the event is not locked or deleted, the user will be able to Edit, Strike or Lock the event, (unlock if they have that permission).

Lock

Some users will have the ability to Unlock and Lock events. This action will unlock that event for anyone who has permission to view and edit events.