

View a Facility's Current, Future, and Past Events

In the List of Events window, you can view current and future events, as well as past events you haven't delete.

1. Locate the facility record you want.
2. In the navigation pane, click **List of Events**.
3. To modify an event's information, select the event in the grid, and click **Load Event**.

Useful Information

You can also double-click an item in the grid to display this window. You can modify any information in the Load Event window that isn't grayed out. Click the tabs to view or edit charges and payments, view a recap of balances, or add or edit requirements.

4. Click **Save > Close**.

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