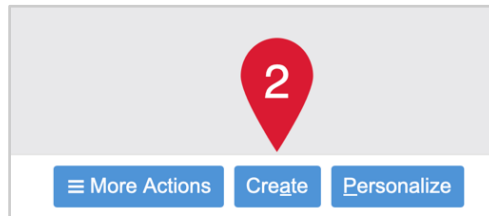


Tracking Events

Learn how to create a tracking event.

When inventory needs to be adjusted for a tracked item, it is performed in the Tracking Log. To perform this transaction, a Tracking Event is required.

1. Navigate to Tracked Items and select **Tracking Events**.
2. Select the **Create** button.



3. Name the tracking event.
4. Select **Continue**.
5. Enter the **Description** for the tracking event.
6. From the drop-down menu, select the **System Event** to apply when the tracking event activates.
7. Select **Submit**.
8. Repeat steps 2-7 until all tracking events are created.

A screenshot of a web form titled 'Section'. The form contains the following fields and elements:

- Description 1**: A text input field with a red callout '5' pointing to it.
- Description 2**: A text input field.
- System Event Applied**: A dropdown menu with a red callout '6' pointing to it. The dropdown is open, showing options: 'No Effect' (highlighted in blue), 'In Inventory', 'Consumed', 'Adjusted Out', 'Soiled', and 'Destroyed'.
- Resulting Tracked Item Status**: A label below the dropdown menu.
- Submit** and **Save**: Two buttons at the bottom of the form with a red callout '7' pointing to the 'Submit' button.