Tracking Events

VANDERBILT **❖** UNIVERSITY
MEDICAL CENTER
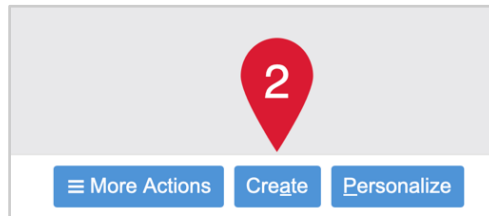
Learn how to create a tracking event.

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.