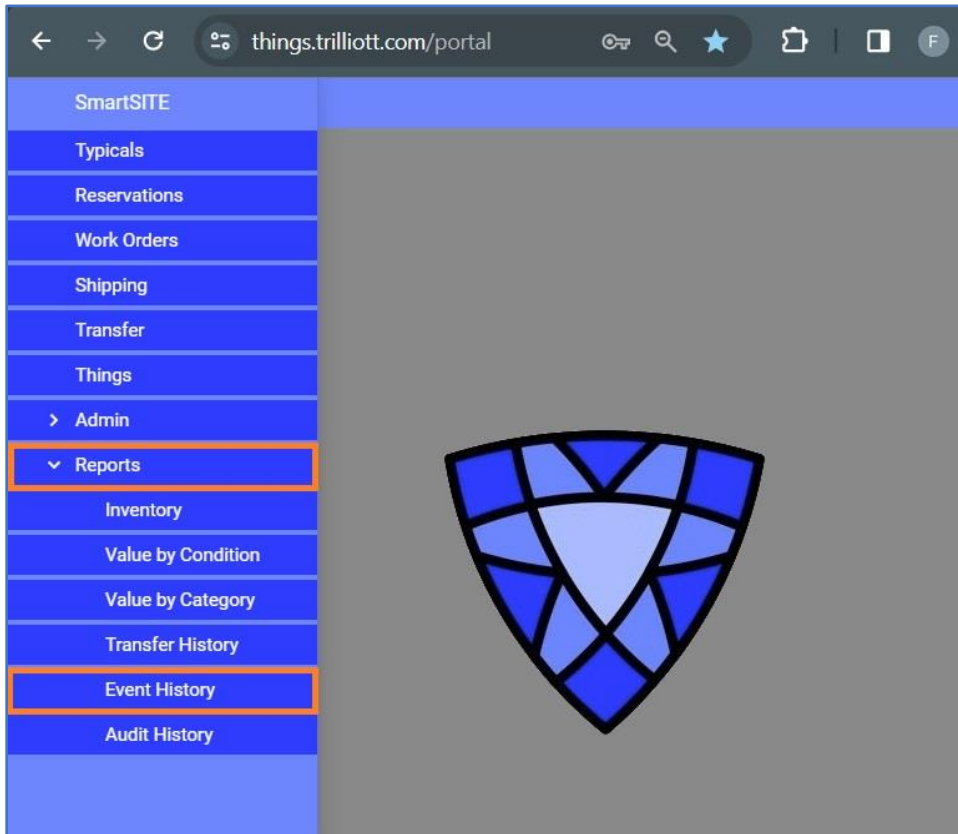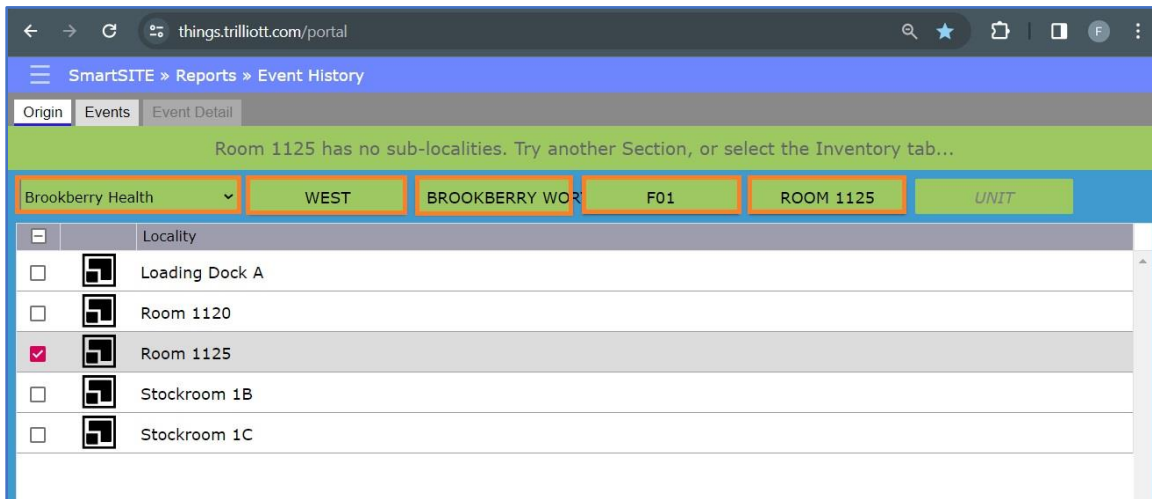# Event History – Digital Asset Control

Overview:

This app allows users to produce a report showing all performed events during a specified period of time. Examples of events include Cycle Count and Association within the Capture app.
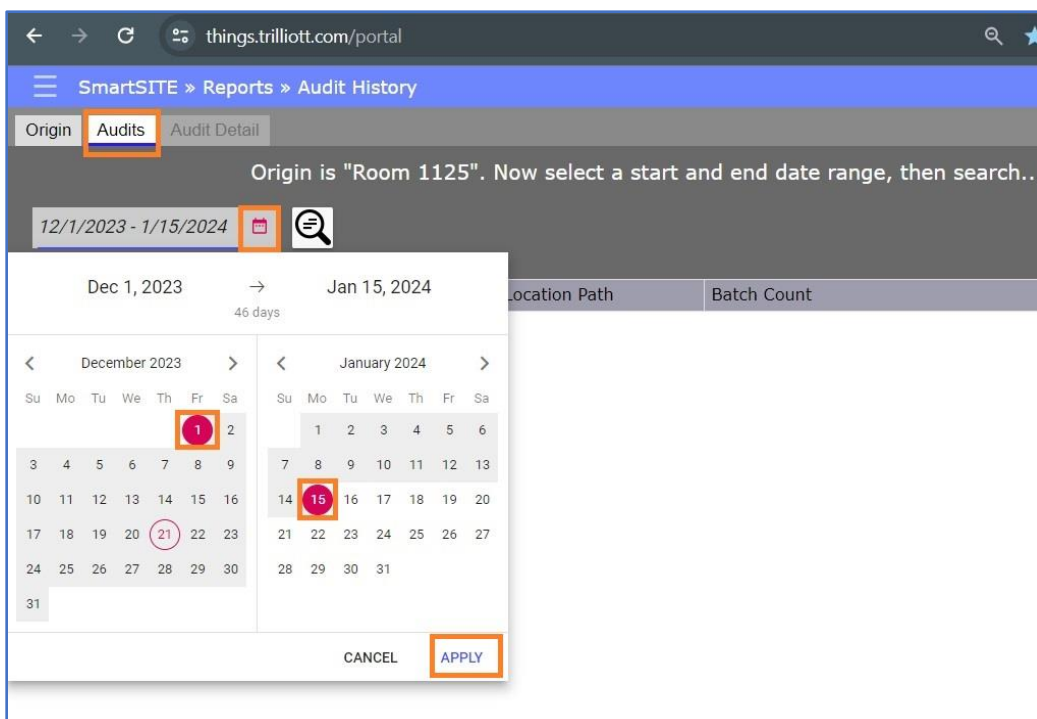
Dashboard Workflow:

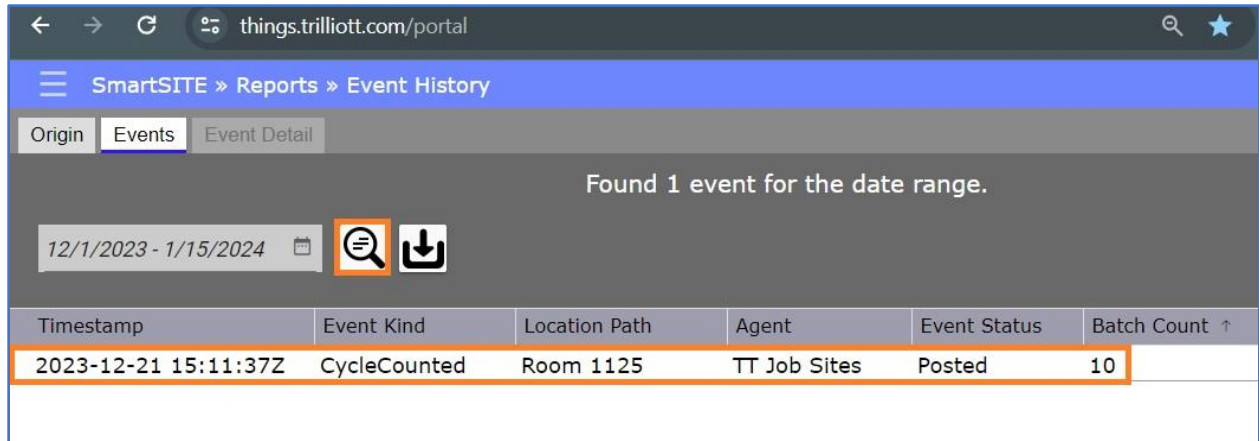1. Click on Reports to expand the list, then Event History.

2. Select the Origin for your Event History by selecting the account from the far left dropdown menu. Click the check boxes to select the displayed localities then click the green buttons to drill down to your desired locality.
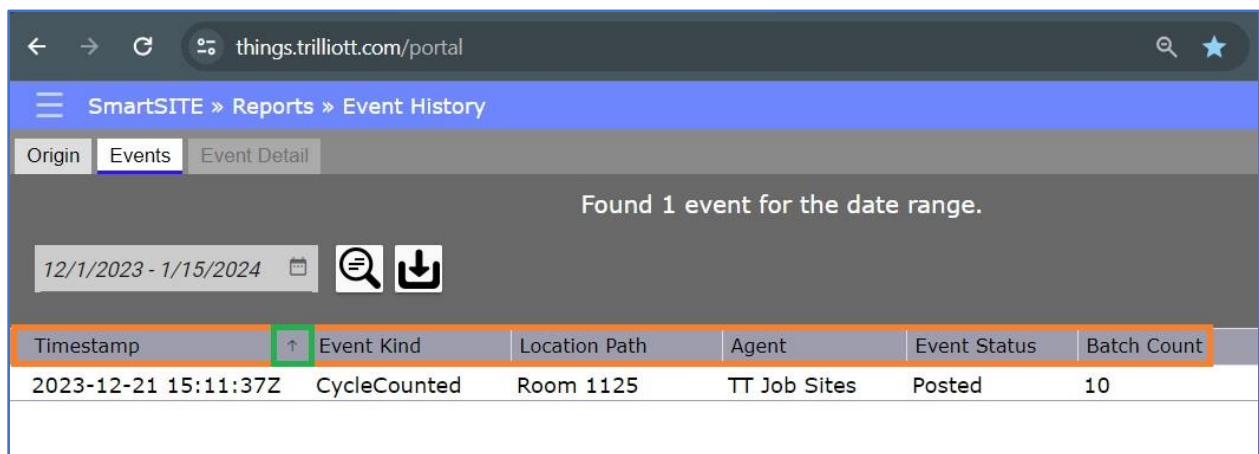

3. Click on the Events tab. Click on the calendar icon and the desired date range for Events. To navigate dates on the calendar:
   - If selecting a large date range click the date, December 2023 in this example, to back out to a calendar showing the months of the year
   - Click the same space to back out to a calendar with the years listed
   - Click the up and down arrows to navigate within the date set you selected
   - Click a day to begin your date range
   - Click a future day to end you date range
   - Lastly, click the APPLY button

4. Once your date range is selected, click the SEARCH button. The search result will appear as shown below.

5. The column headers can to clicked to sort them by ascending and descending values. A small arrow, highlighted in green, will appear within the header box to show the sort direction.

6. To export the event history to a CSV file, click the EXPORT EXCEL button.
   - You will see a download box appear with the exported Things in CSV format
   - Click on it to open the file