

## 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.



## **Dashboard » SmartSITE » 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.

← → C ≌ things.trilliott.com/portal						
SmartSITE » Report	ts » Event History					
Origin Events Event Deta	il					
Found 1 event for the date range.						
12/1/2023 - 1/15/2024	1 🔍 🕂					
Timestamp	Event Kind	Location Path	Agent	Event Status	Batch Count 🕆	
2023-12-21 15:11:37Z	CycleCounted	Room 1125	TT Job Sites	Posted	10	

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.

← → G ==	things.trilliott.com/portal	trilliott.com/portal							
∃ SmartSITE	» Reports » Event Histo	ry							
Origin Events E	vent Detail								
		Found 1 event for the date range.							
12/1/2023 - 1/15/	2024 🖻 🍳 난								
Timestamp	↑ Event Kind	Location Path	Agent	Event Status	Batch Count				
2023-12-21 15:1	1:37Z CycleCounted	Room 1125	TT Job Sites	Posted	10				

- 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

