



How To Modify An Event

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How To Modify An Event

*****If you want to practice, each VTADS server has a "test & training" option so you are not in the production database*****

To modify the information in an event (like a party add event for this example), search the docket:



Press **F2** to open the event list:



Find the event you need to modify, either by "clear to find" (**Ctrl + F3**) or by scrolling through and matching up the event ID (*For more info on dockets and event ids, see: "Anatomy of a Docket - Header and Event List"*). Arrow down to the event and make sure you are highlighting it:



And press **F7** which will "Add a line" all the way down at the bottom of the event list. Note that you are highlight the date on this new line:



And press **enter** to highlight the field below the event column:



And type "evemod" (Event Modify):



Press **F9** to save/update. And event modify screen will pop up and look similar to this:



There are several options from here, once you **Tab** over to the "HAIR" column:



C- typically all the details of the event, like in charge events, it will hold the charge information, police dept, arrest date, etc.

T & D & A-More details, T is typically the text of the event

N - Usually holds the entity ids of all related to the event

Down at the bottom of the VTADS screen it will give you a list of all the options as well:



Tags
change event
Docket
evemod
event
modify
VTADS