

History Reporting: Deleted Events

Updated: September 24, 2015

You are able to create a history preset which searches for events that have been deleted within a certain time frame, for example, events deleted within the past week or month.

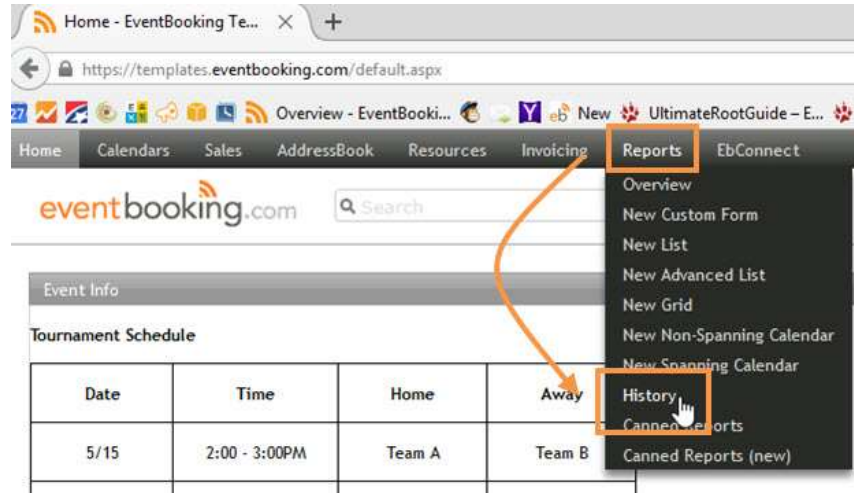
This preset can also be used to receive an email alert whenever an event is deleted.

In this article you will learn how to:

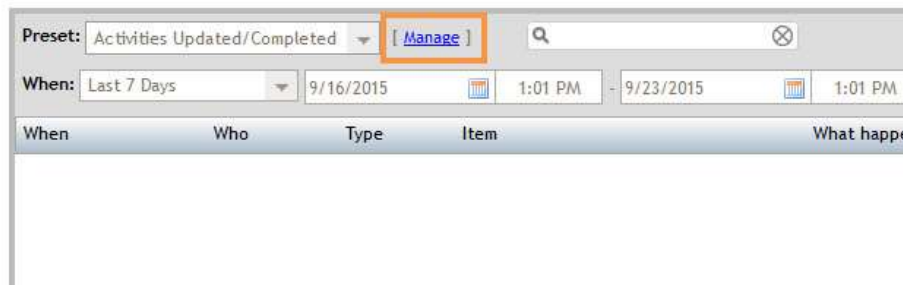
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CREATING THE HISTORY PRESET

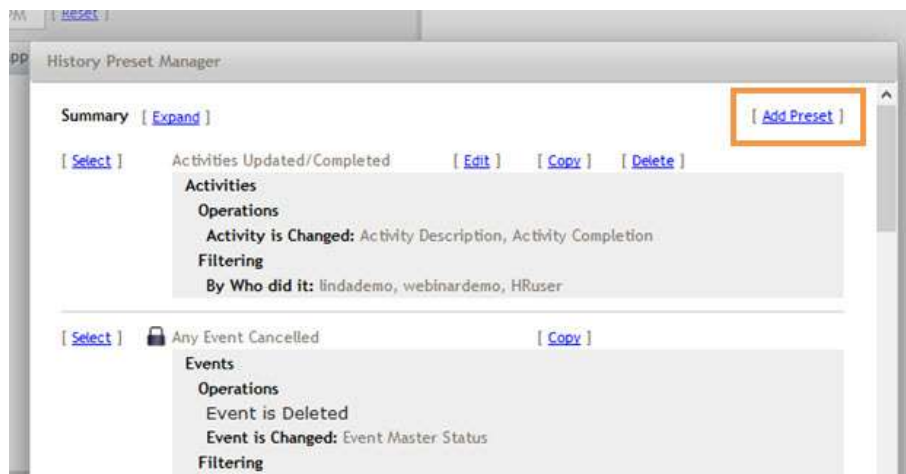
1. Hover over *Reports* and click on *History*.



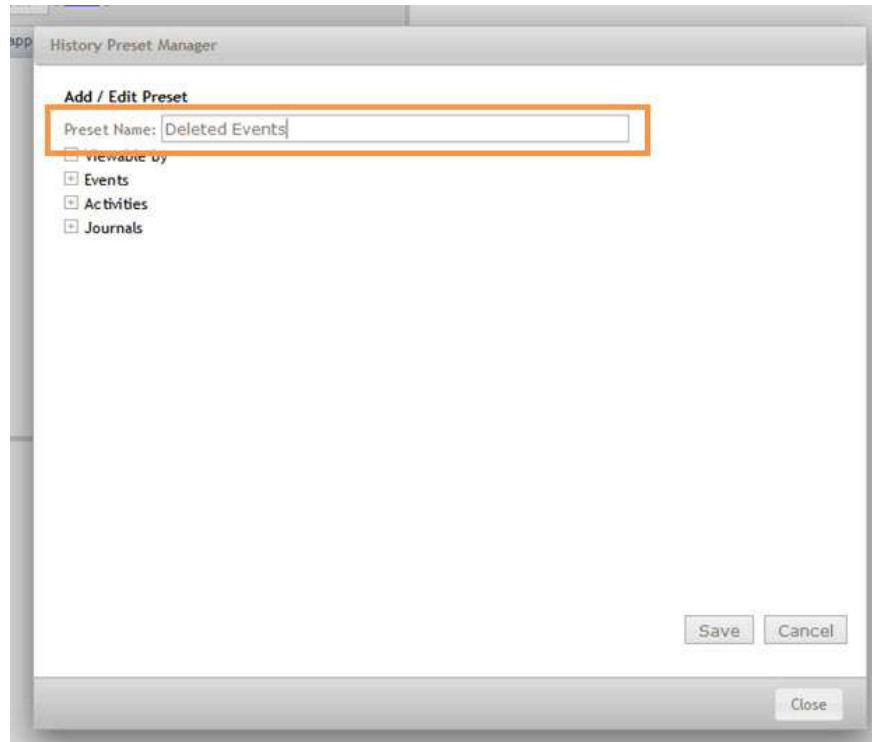
2. Click the blue *Manage* link to open your history preset manager.



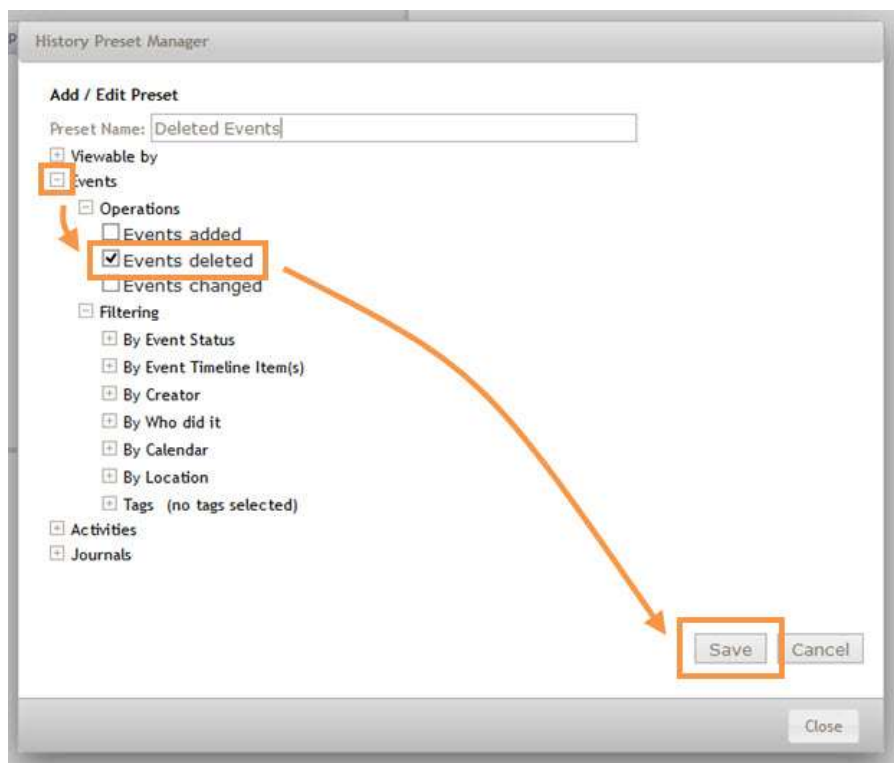
3. Click *Add Preset* in the upper right corner of the pop up.



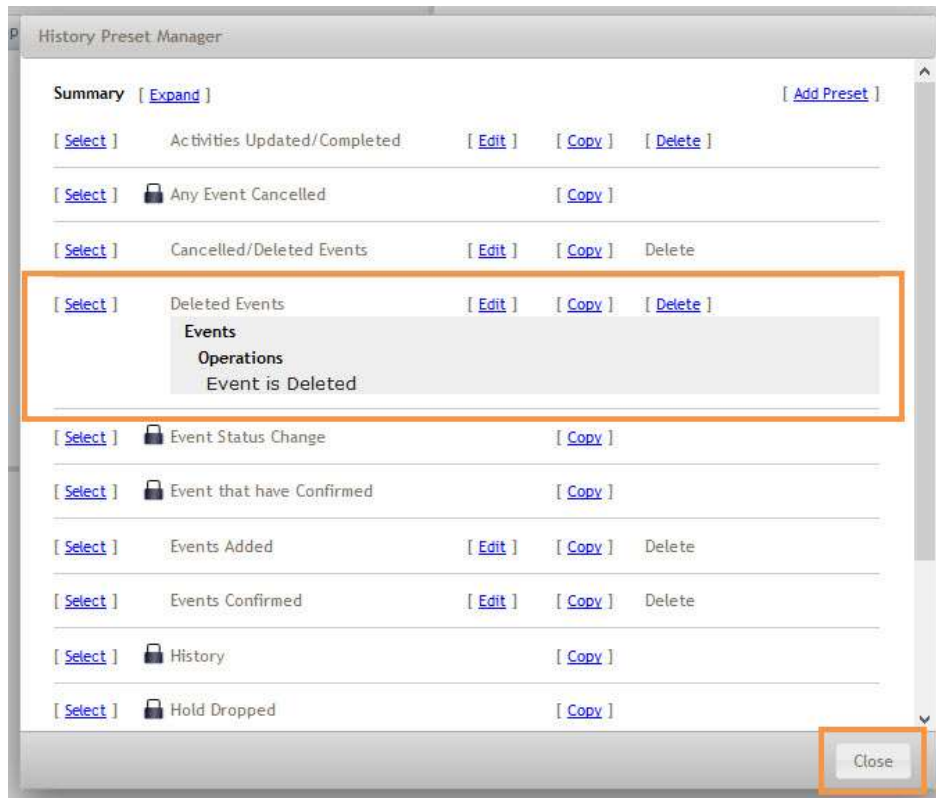
4. Name your preset.



5. Click on the plus by *Events* to expand the menu and choose *Events deleted*, then click *Save*.



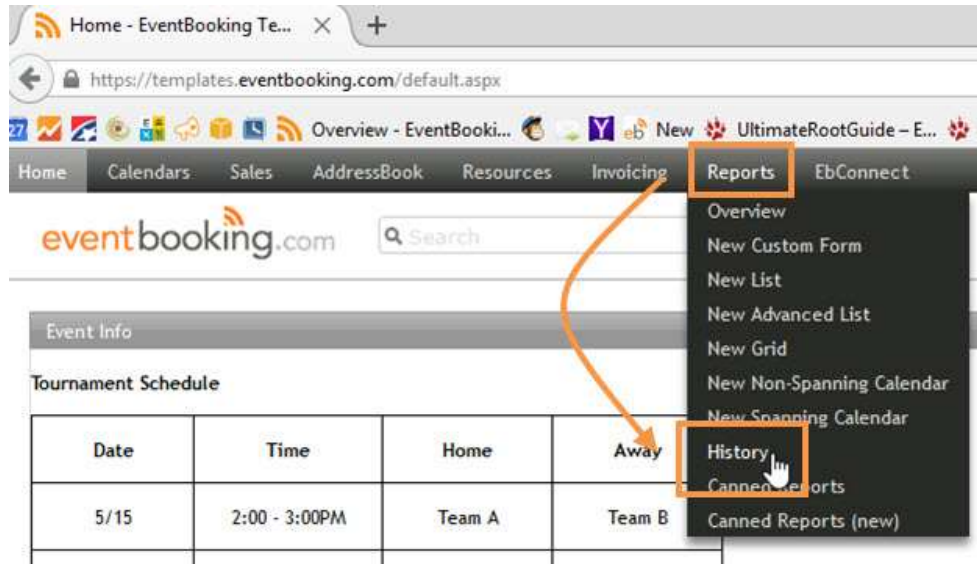
6. You have created a history preset that you can use to run history reports or create alerts. Click *Close*.



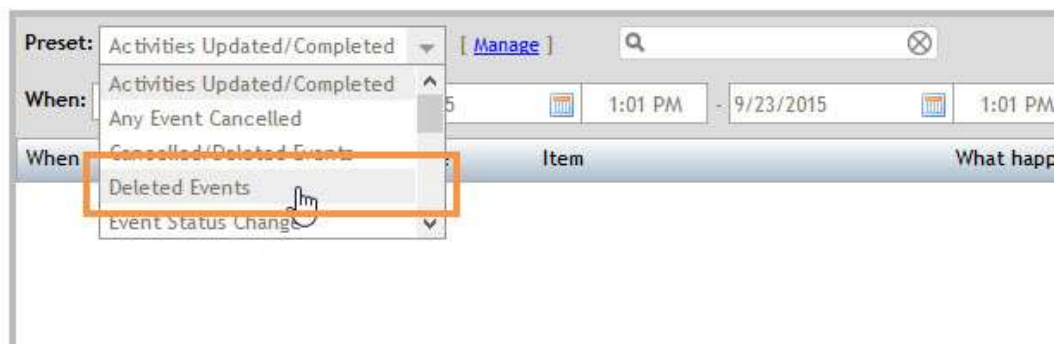
RUNNING A HISTORY REPORT

To search for deleted events:

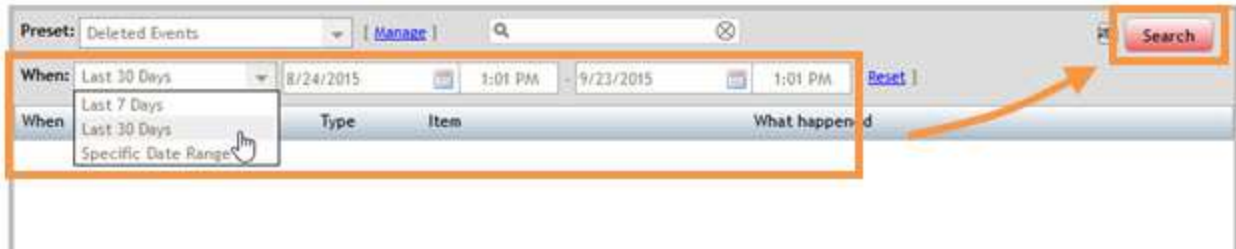
1. Go to History > Reports.



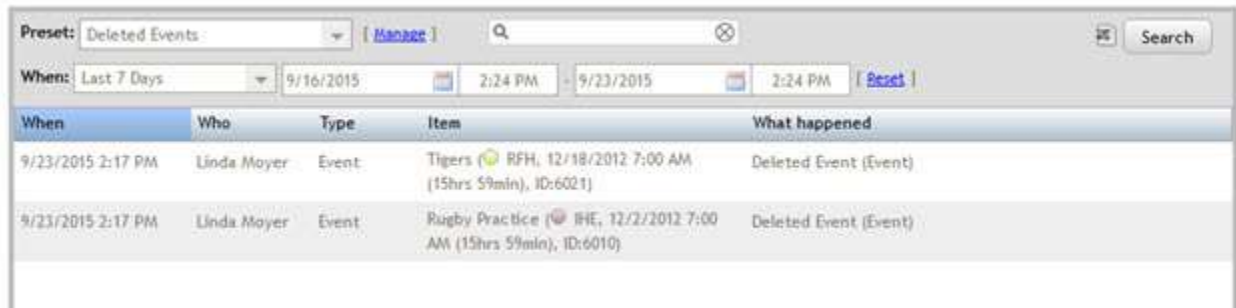
2. Choose your history preset from the *Preset* drop down.



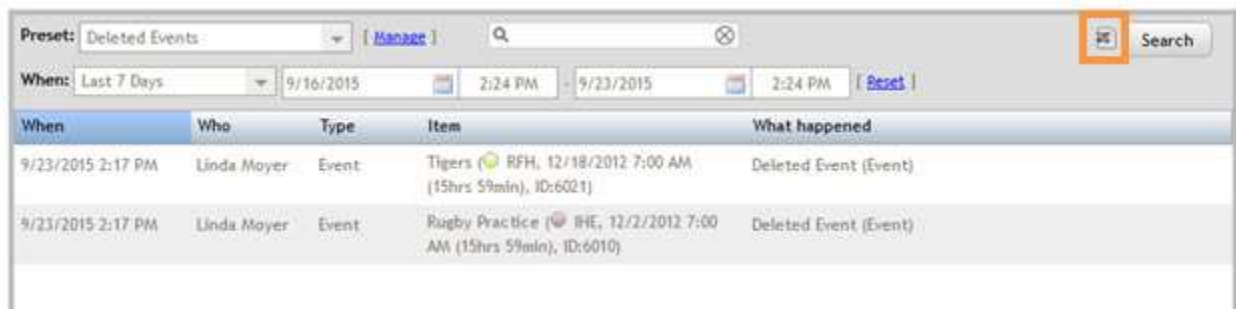
3. Choose your date range. You may search the last 7 days, last 30 days, or choose *Specific Date Range* to be able to select a specific date range using the date picker (you are limited to searching a 31-day span in each search). Once you have chosen your date range, click *Search*.



4. Events which were deleted within your time frame will be listed.



6. To export your search results to Excel, click the Excel icon by the *Search* button.



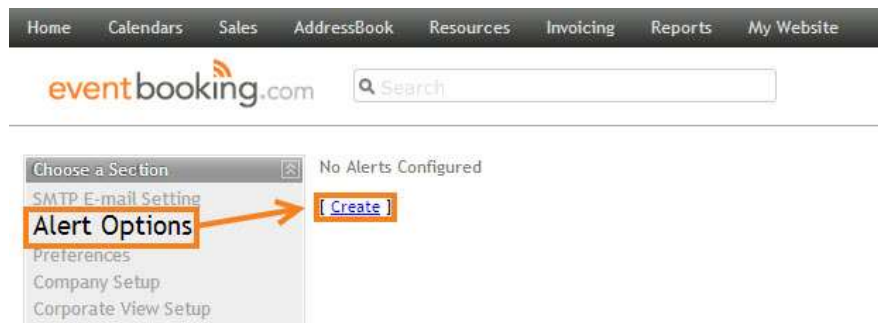
CREATING AN ALERT

If you would like to receive an email alerting you that events have been deleted, you can create an alert. You may choose to receive the email when the event is deleted (you'll receive the alert within about 20 minutes) or a batch report daily, weekly, or monthly.

1. Hover over your name in the upper right corner of your account and click *My Settings*.



2. On the left side of your browser window, click *Alert Settings*, then click *Create*.



3. Name your alert, and then choose your history preset from the drop down menu.

Add / Edit Alert

Name of alert:

History Preset:

None [Manage]

None

Activities Updated/Completed

Any Event Cancelled

Cancelled/Deleted Events

Deleted Events

Immediately

Specified time

Save Cancel

4. Choose the email address where you would like to receive the alert. You are able to add additional email addresses to your account in your [User Profile](#).

Add / Edit Alert

Name of alert: Deleted Events

History Preset:

Deleted Events [Manage]

Where to send:

Main (linda@eventbooking.com)*

* = primary email address

How often to send:

Immediately

Specified time

Save Cancel

5. Choose how often you would like to receive the alert: *Immediately* (usually within 20 minutes of the event being deleted) or a digest email at a specified time. If you choose *Specified time*, set your start date, the time you would like to receive the alert, and your repeat interval. Click *OK*, then click *Save*.

Add / Edit Alert

where to send:

Main (linda@eventbooking.com)*
* = primary email address

How often to send:

Immediately

Specified time

Start: 9/23/2015 8:00 AM

Repeats: Weekly

9/23/2015 8:00 AM, Repeats every week(s) on Friday

Repeat every: 1 Weekly

Repeat on: S M T W T F S

End: Never

OK **Cancel**

Save **Cancel**

6. Your alert has been created.

Deleted Events [[Edit](#)] [[Delete](#)]

When: 9/23/2015 8:00 AM, Repeats every week(s) on Friday

History Preset: Deleted Events

Events

Operations

Event is Deleted

[[Create](#)]