



Managing Events in OneView

Learn how to update and manage Events in OneView, including modifying event details, uploading attachments, and exporting Event PDFs.

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OneView

OneView

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Events

Events are automatically created when alerts are triggered. They provide a structured record of what happened, including key details, causes, and resolutions, helping teams track, investigate, and respond consistently.

Filter table

Filter

Date range

Select Date Range

Type

Select an option

Source

Select an option

Sensor

Select an option

Status

Select an option

Priority

Select an option

Clear

Apply

	Event occurrence	Alert rule	Type	Source(s)	Sensor	Status	Priority	
☐	1 Apr 2026, 12:05 am	And it's gone...	Offline	Location A	-	New	Medium	
☐	31 Mar 2026, 11:15 pm	1, 2, 3 contribution gone!	Offline	DER-10 Contribution	-	New	Medium	
☐	31 Mar 2026, 11:11 pm	And it's gone...	Offline	Location B	-	New	Medium	
☐	30 Mar 2026, 11:15 pm	1, 2, 3 contribution gone!	Offline	DER-10 Contribution	-	Resolved	Low	
☐	30 Mar 2026, 11:11 pm	And it's gone...	Offline	Location B	-	Resolved	Low	
☐	26 Mar 2026, 5:48 pm	PM10 Warning	Set point	Location B	PM10	Resolved	Low	
☐	26 Mar 2026, 12:54 pm	PM10 Warning	Set point	Location A	PM10	Resolved	Medium	
☐	26 Mar 2026, 12:27 pm	Uh-oh it's windy!	Set point	DER-10 Contribution	WS	Resolved	Low	
☐	26 Mar 2026, 12:23 pm	PM10 Warning	Set point	Location B	PM10	Resolved	Medium	
☐	26 Mar 2026, 8:40 am	PM10 Warning	Set point	Location A	PM10	Resolved	Medium	

Items per page: 10

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1

of 2 pages

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INTRODUCTION

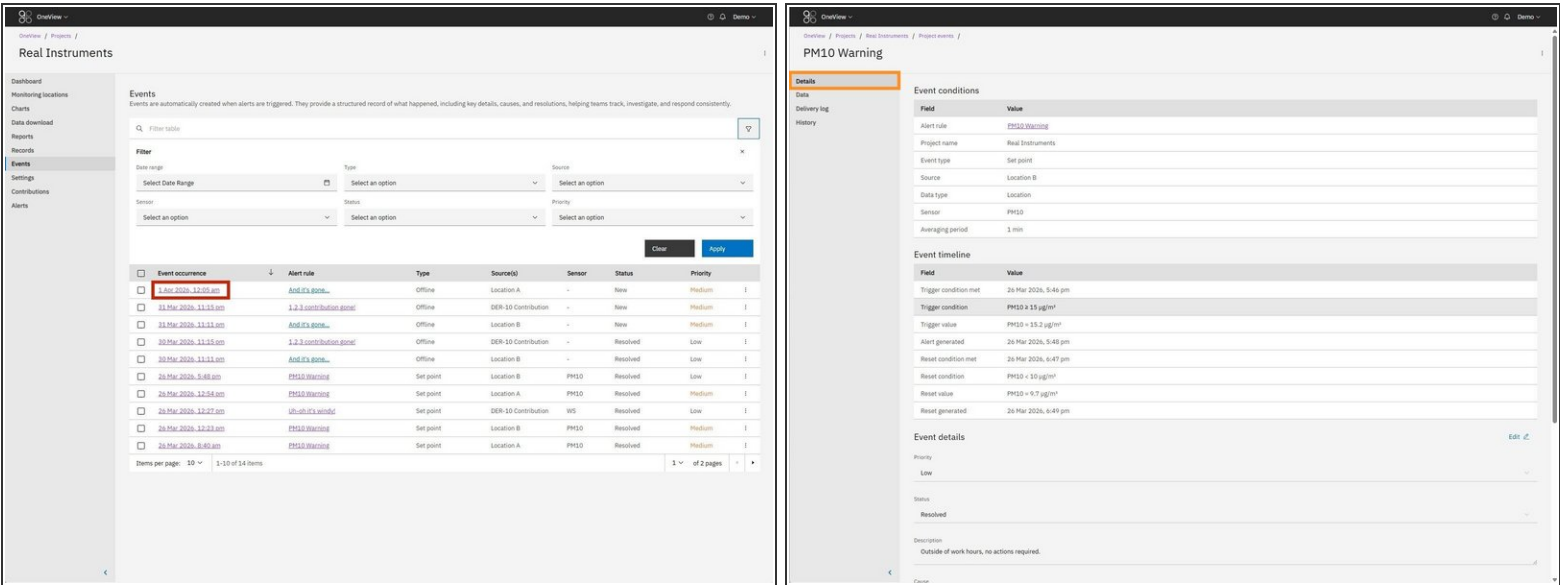
Events can be updated throughout the investigation and response process.

Users with edit permissions can:

- update event priority and status
- add investigation notes
- upload supporting files and photos
- export Event PDFs

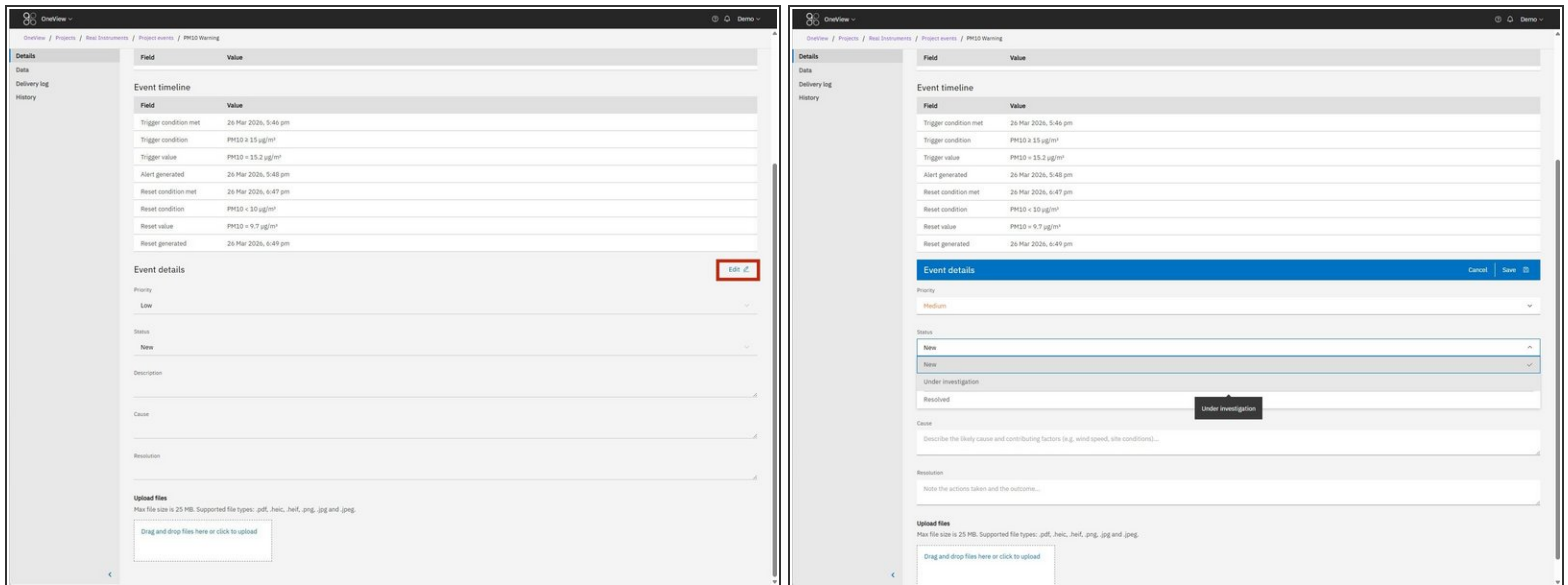
All changes made to an Event are recorded in the Event History tab.

Step 1 — Open an Event



- Open the **Events** table within your OneView project
- Select an event to open, and open it by clicking on the timestamp in the **Event occurrence** column.
- Event management features are available on the **Details tab**

Step 2 — Update Event Priority and Status



- Use the Event Details section to update:
 - event priority
 - investigation status
- To edit these fields, click the **Edit** button next the Event details section heading. Once you're finished editing, click **Save** to store your changes.
- These fields can be updated throughout the investigation process as conditions change. Changes made to these fields are recorded in the Event History tab.

Step 3 — Add Investigation Notes

Details

Data

Delivery log

History

Event timeline

Field	Value
Trigger condition met	26 Mar 2026, 5:46 pm
Trigger condition	PM10 > 15 µg/m³
Trigger value	PM10 = 15.2 µg/m³
Alert generated	26 Mar 2026, 5:48 pm
Reset condition met	26 Mar 2026, 6:47 pm
Reset condition	PM10 < 10 µg/m³
Reset value	PM10 = 9.7 µg/m³
Reset generated	26 Mar 2026, 6:49 pm

Event details

CancelSave

Priority

Medium

Status

New

Description

Outside of work hours, no action needed.

Cause

Wind gusts

Resolution

Note the actions taken and the outcome...

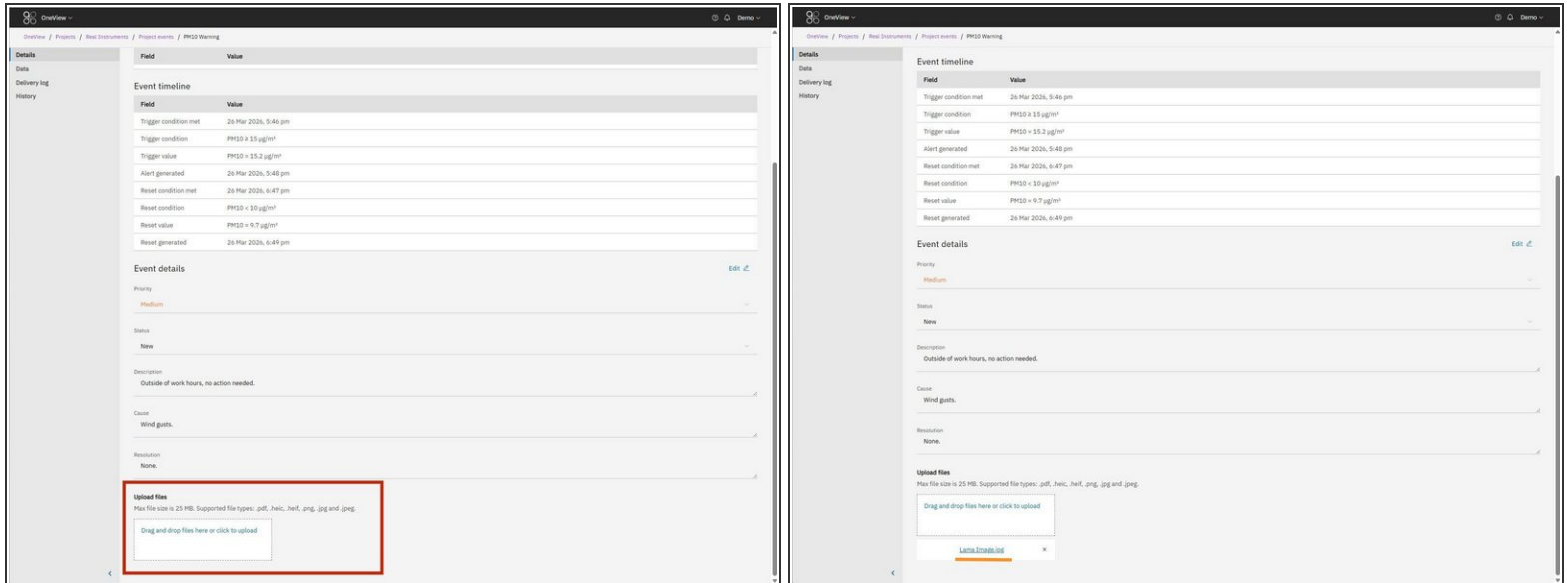
Upload files

Max file size is 25 MB. Supported file types: pdf, html, hml, png, jpg and jpeg.

Drag and drop files here or click to upload

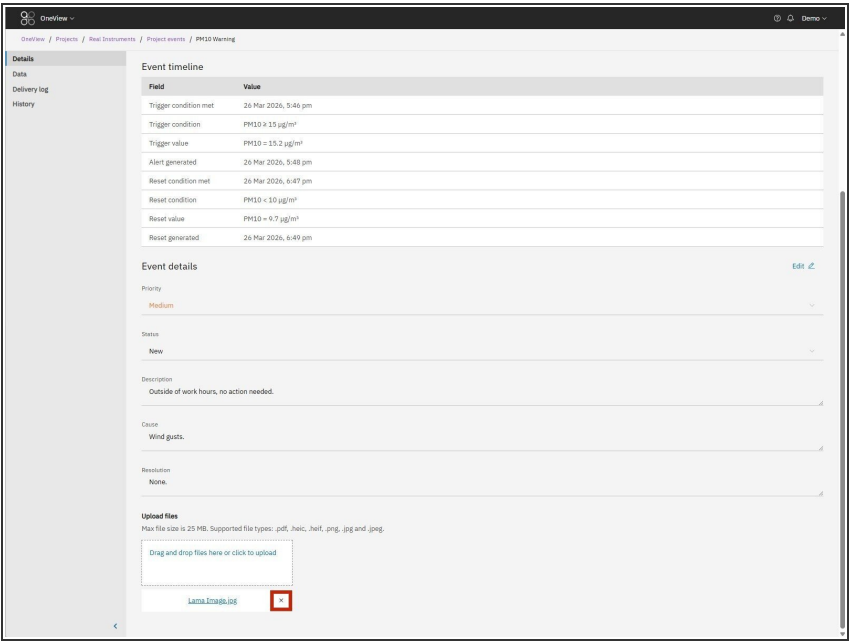
- You can also use the Event Details section to document information related to the event like adding a description, cause, or resolution.
- Changes made to these fields are also recorded in the Event History tab.

Step 4 — Upload Attachments



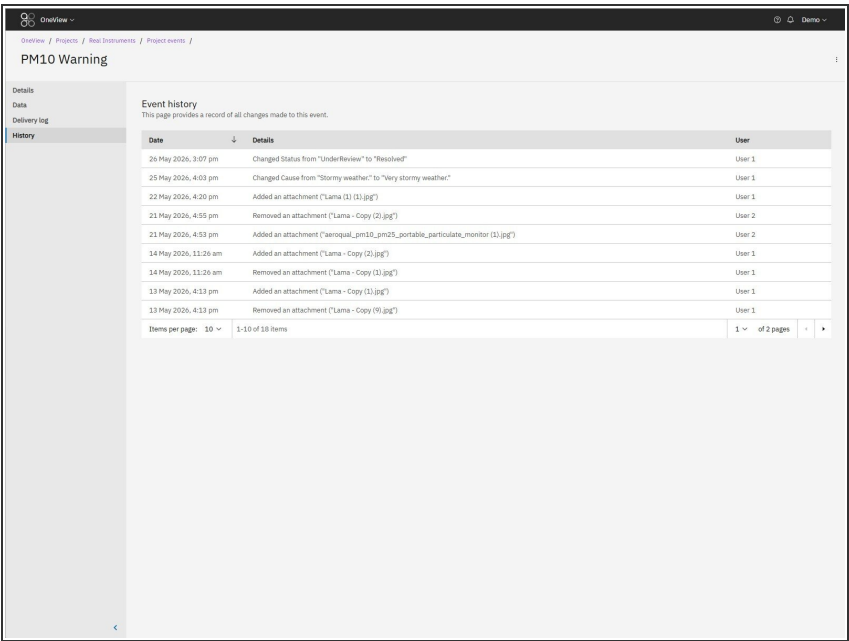
- Use the Upload files section to add supporting files to an event.
- Files can be uploaded by:
 - dragging and dropping files into the upload area
 - clicking the upload area to browse files manually
- Uploaded files can be downloaded directly from the event by clicking the file name.

Step 5 — Remove Attachments



- Uploaded files can be removed from the event using the remove control (x) beside the file name.
- Removing an attachment updates the event immediately.
- Attachment uploads and removals are recorded in the Event History tab.

Step 6 — Review Event History



- Use the **History** tab to review changes made to the event over time.
- History entries include:
 - timestamp
 - action performed
 - user

For further support, contact Aeroqual Support.