INTERPRET EVENTS

Before You Begin

Ensure that you have read and understood the resources within the **Interpret Events** Sub Process before completing this exercise.

In order to be able to create Events, ensure that the **Log Event Triggers** checkbox is enabled (**Tools/ System Options/ Events** tab)

If there is a Knowledge Assessment for this Task, it should also be completed prior to beginning this exercise.

Learning Exercise

1. You are the Operational Administrator for an Organization Unit in your company (the Organization Unit that was previously-created). You would like to receive a message when a Task has been revised by a Subject Matter Expert, and would like to receive a monthly report on the statuses of the Learners in the Organization Units to which you belong. Create two events to satisfy these requirements.

   Please Note: *The Report Template must exist in the Report Manager before the Event can be created.*

2. You are the Supervisor of an Organization Unit. You would like to know 10 days before a Task will elapse for one of your Learners. Create an event to satisfy this requirement.

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.