

Events

Track maintenance schedules, equipment updates, past actions, ongoing tasks and upcoming activities.

Events

Search...

Q

Add Event

Assignee

Next event time

Last Edit

Created by

EVENT NAME	LOCATION	ASSIGNEES	NEXT EVENT TIME	RECURRING
Service	Simlab New Office ● KITCHEN	Open for all	05.08.2026 1:00 AM - 2:00 AM	None

Manage **Events** within **Space**. Create, sort and filter existing events through the **Events view**.

Filters

• Assignee -

Filter by the available people who have assigned tasks

Open for all☒

JJakubSIMLAB☐

Clear

Apply (1)

• Next event time -

Range filter events by date

FROM

DD/MM/YYYY

UNTIL

DD/MM/YYYY

Clear

Apply

• Last Edit -

Limit shown assets by the date of it's last edit:

Last hour

Last 12 hours

Last 24 hours

Last 7 days

Last 30 days

• Created by -

By the event author

Event creation

Add Event button opens up the following **Event creation** right **side panel**:

Event creation panel

Example of an Event

 **Add Event**



General Information

 **Set position**

NAME *

ASSIGNEE(S) *



ROOM



DESCRIPTION

0/1000

 **Schedule**



 **Notifications**



Cancel

Add

Service

General Information

SPACE

Simlab New Office

ROOM

KITCHEN

One-time Event

05/08/2026

1:00 AM - 2:00 AM

None

ASSIGNEE(S)

Open for all

DESCRIPTION

test

Notifications (1)

1 hour before