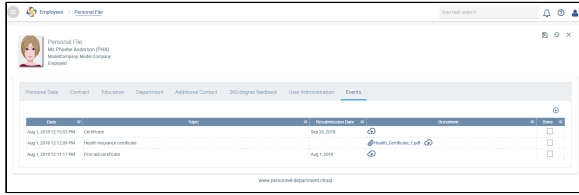# Events

Events may be event-related documents such as sick notes or they may be deadlines with a follow-up date.

To create a new event-related document, select and enter the corresponding subject, e.g. "first-aid certificate". All topics created so far are saved in the selection list. You can choose among those, or enter a new topic by overwriting, if necessary.

If a follow-up date is needed, use the calendar to enter it. All follow-up documents will be sent together, at the given time, in one e-mail to all users who have been assigned the "HR" profile. In this way, all project administrators are informed about follow-up deadlines at the same time. This is repeated every day unless an event-related document is marked as **Completed** by selecting the **Completed** check box and the saving the changes. Apart from that, events are displayed in *Notifications*.

It is also possible to attach a document. If you upload a document directly and do not enter a subject, the name of document (without file name extension) will automatically be used as the subject.

Events can be deleted and changed at any time.

On the follow-up date, the events are also listed in the electronic file under "*Follow-ups*".

> ⓘ **Examples of event-related documents**
>
> - Certificates that have to be renewed regularly (first-aid training, security instructions for forklift licences, health certificates, power of attorney certificates, criminal record checks, university enrolment certificates for working students)
> - Personnel appraisals
> - Bonus agreements
> - Sick notes