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# Workforce Management Web for Supervisors Help

[New Event Page](#)

# New Event Page

The **New Event** page opens from the **Find Events** screen when you click the **Create Overlay** button (as the final page of the **Create New Overlay Wizard**) or the **Create Event** button.

1. Select the appropriate settings on this page, remembering that some selections may deselect others.
2. Click **Next**.  
The settings on this page are:

<b>Event Name</b> <i>field</i>	Letters, numbers, and symbols are all acceptable in this field. If you enter the name of an existing event, this new event will overwrite it.
<b>Impact Start Date</b> <i>spinner</i>	Enter or select the future date that the event is to start.
<b>Impact Start Date</b> <i>spinner</i>	Enter or select the time that the event is to start, on the date you specified in the <b>Impact Start Date</b> field.
<b>Strength</b> <i>field</i>	Enter the strength of the event. The range is any positive value (greater than 0), up to nine digits and two decimals.
<b>Disregard Historical Data</b> <i>check box</i>	Select this check box if the event should disregard historical data. Clear the check box to consider historical data. See <b>Ignoring Historical Data</b> in the "Overlays Primer" topic.