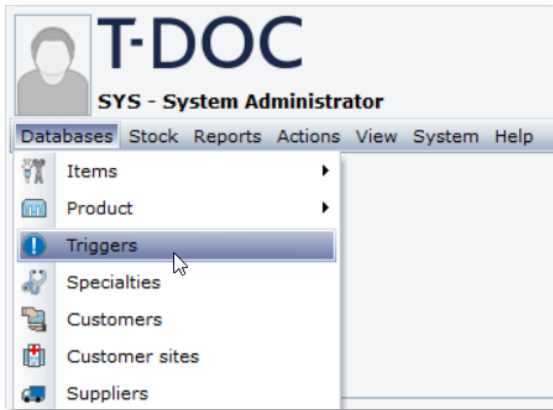

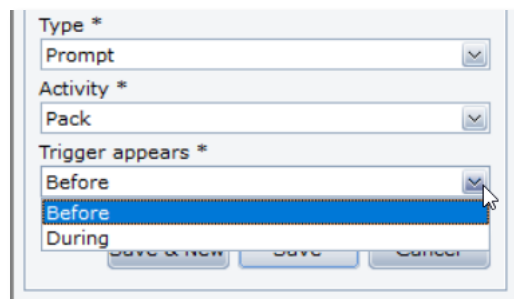
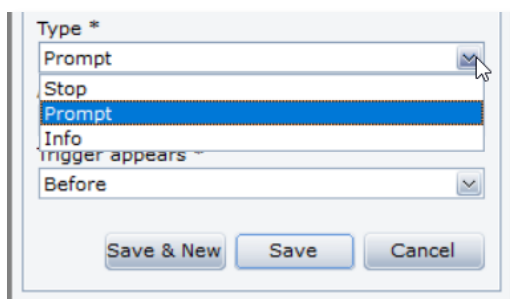
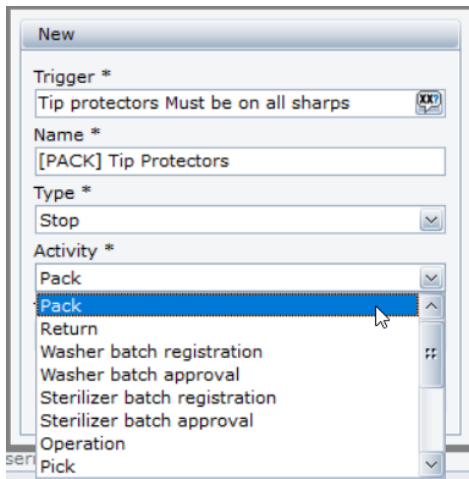


T-DOC v16 Create a New Trigger

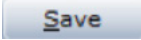
1. To create a new Trigger, click **Databases > Triggers**.



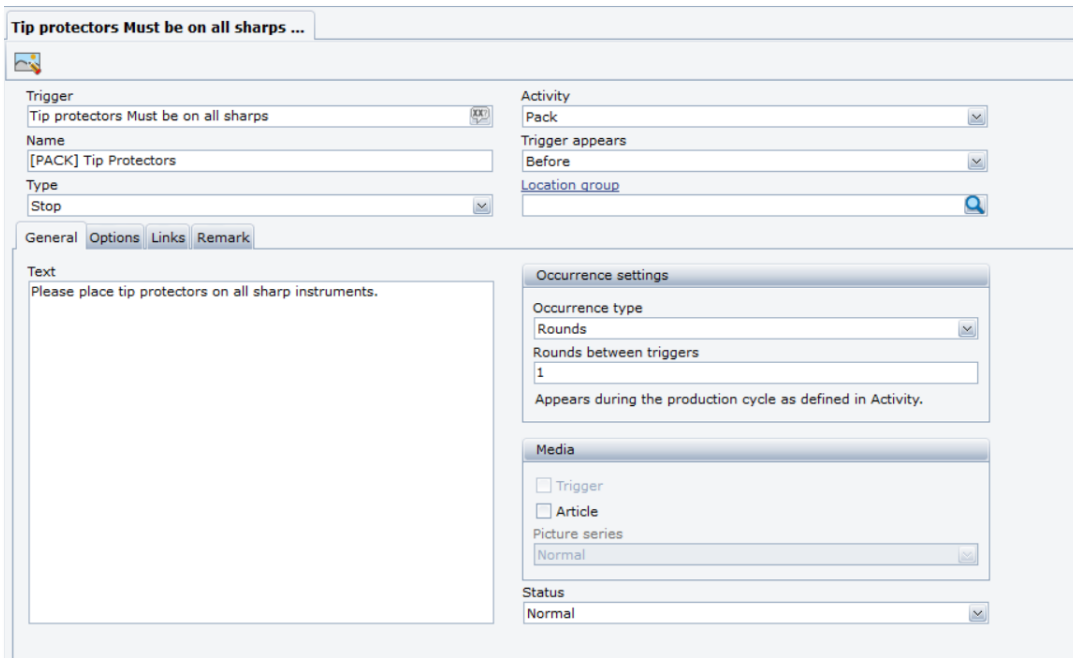
2. Click  in the right corner of the screen.
3. In the dialog box enter the name of the trigger, what type, during what activity and when you would like the trigger to appear.



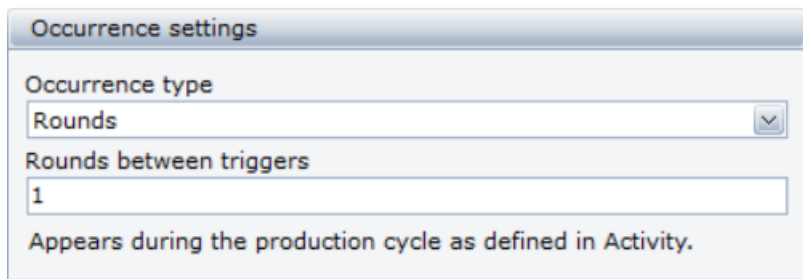
Note: When selecting Type, **Prompt** requires a selection of a check mark or an X to move forward or cancel. **Stop** requires a reset of the trigger in Admin. **Info** only has check mark to proceed.

4. Click  to create trigger.

5. Once trigger is created, under the general tab you must type a description in the text box



6. Change the occurrence type based on how many cycles you want to activate the trigger.



7. Click  .