Change status from the event notification screen

If you have notification settings, you can also change the status from the event notification screen.

1. Click on the event notification icon ( ) to display the event notification screen.

2. Click on each event (1) and change the event status to "Processing" or "Completed" (2).

3. On the Event List screen, confirm that the number of each status has changed.

NOTE

If you change the status of an event, the number on the event notification icon will disappear. ( ).