

History & Activity Log

The **History & Activity Log** appears in the left navigation of the **Records Schedule form** after it is submitted for certification. The log gives an overview of each action taken on a records schedule.

History & Activity Log		
To view changes that occurred between statuses, select the eye icon on the desired action.		
Action	User	Date
Create	Mary Smith	08/23/2022 04:08:27 PM
Submit for Certification	Mary Smith	08/26/2022 03:53:22 PM

Figure 1 History & Activity Log, the “Eye” Icon is Outlined

1. Select **History & Activity Log** from the **navigation menu** on the left.
2. Check the **status** of the schedule.

Records Schedule Number DAA-0328-2022-0015	Agency or Establishment National Capital Planning Commission	Status Submitted for Certification
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Figure 2 History & Activity Log Status Field Circled

3. Check the table entries to see:
 - The ***Latest actions*** taken on the **records schedule**;
 - The ***User(s)*** who has/have taken action on the schedule;
 - The ***Date (and time)*** for each action.
4. Select the ***Eye icon*** to view details.
5. Select ***Close*** to return to the **History & Activity Log**.