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.

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.

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**.