Transfer Request: History & Activity Log

The History & Activity Log appears in the left navigation of the Transfer Request form after it is submitted to the Approving Official. The log provides an overview of each milestone, or action taken, on a given Transfer Request.

Use the following steps to access and review these logs:

1. Select *History & Activity Log* from the navigation menu on the left.
2. Check the *status of the Transfer Request*.
3. Review the table entries to view:
   a. Latest actions taken on the Transfer Request.
   b. Users who have taken the actions.
   c. Date (and time) for each action.
4. Click the *Eye Icon* to "open" to review details.
5. Click *Close* to return to the **History & Activity Log**.

A screen capture of a **History & Activity Log** screen appears below with the Eye Icon identified by a red square.

Figure 1 History & Activity Log

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