

Just-in-Time Instructions for: Review History & Activity Log

The History & Activity log appears in the left navigation of the Records Schedule form after it has been submitted for certification to the Certifying Official. It provides an overview of each milestone, or action taken, on a given records schedule.

In addition to reviewing the list of actions, you can access more detailed information regarding the specific milestones by selecting the Open “eye” icon that displays to the right of the milestone’s header.


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

1. Select **History & Activity Log** from the navigation menu on the left. The History & Activity Log displays.
2. Verify the **status** of the records schedule is consistent with where you believe it should be within the Scheduling workflow. By checking the status listed in the upper-left side of the log.



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

3. Review the **table entries** to confirm:
 - a. Latest actions taken on records schedule
 - b. Users who have taken the actions
 - c. Date (and time) during which each action was taken
4. Select **Open** (i.e., “eye” icon) to review details about specific milestones as well as activity at the more granular level if the available.
5. Select **Close** to return to the History & Activity Log.

END.