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.

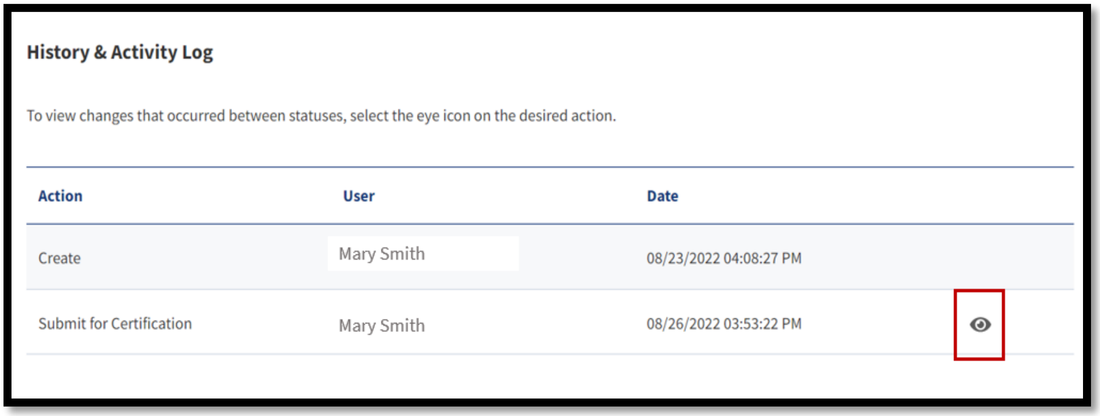

Figure 1: History & Activity Log

1. Select **History & Activity Log** from the navigation menu on the left. The <u>History & Activity Log</u> 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.

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.