



Utilities: Activity Log – HCM Job Aid

The *Activity Log* screen allows users to view every activity that has occurred on the Case and identifies the user who performed each activity.

Activity Log

▼ Activity Log					
Activity ID	Activity Date	Activity Time	User	Activity	
2664004	01/31/2017	12:53 PM	Chimes Dan	Saved Support	
2663964	01/31/2017	12:52 PM		Updated Household Member	
2658264	01/27/2017	4:40 PM	Chimes Dan	Save Contact Activity	

Show entries

First Previous **1** Next Last

Navigation

- From the **Dashboard**: Locate the desired Case and click on the *Case ID* to bring the Case into focus.
 - Click on the **Utilities** tile. Then click on the **Activity Log** tile.



Activity Log

1. **Activity Log** pane: This pane displays every change or update (activity) made on the case, with the *Activity Date*, *Activity Time*, *User*, and *Activity* that was performed.

▼ Activity Log				
Activity ID	Activity Date	Activity Time	User	Activity
58618	07/01/2016	9:15 AM	Smith, Jane	Updated Household Member
58616	07/01/2016	9:15 AM	Smith, Jane	Updated Household Member
58600	07/01/2016	11:37 AM	Smith, Jane	Case Created

Show entries

First Previous **1** 2 Next Last

- a. *Activity ID*: To view a specific activity click on the *Activity ID* for the desired activity in the *Activity Log* grid. The *View Case Activity* pop-up will open:

View Case Activity

Activity Date	Activity Time
07/01/2016	11:04 AM
User	Activity ID
Smith, Jane	58732
Activity Description	
Save Contact Activity	
Close	

- i. Click to close the *View Case Activity* pop-up.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access iService, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm> or <http://dhsassist.dhs.allegheny.local> for internal users.