DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

INDEPENDENT LIVING

Activity Log – IL Job Aid

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

Activity Log

Navigation

1. From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.

   a. Click on the **Activity Log** tile.

2. The **Previous** and **Next** buttons at the bottom of the screen can be used to navigate up or down one screen within the Left Navigation tiles.

Activity Log

1. [⌄ Activity Log]: 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 ID	Activity Date	Activity Time	User	Activity
2664004	01/31/2017	12:53 PM	Hannah JoAnn	Saved Outcome/Goals For Case Plan: 9206
2663964	01/31/2017	12:52 PM	Hannah JoAnn	Saved Meeting Information
2658264	01/27/2017	4:40 PM	Chimes Dan	Saved Referral

Show [25 ⌄] entries   First   Previous   1   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
   01/31/2017

   Activity Time
   12:52 PM

   User
   Hannah JoAnn

   Activity ID
   2663964

   Activity Description
   Saved Meeting Information

   [Close]

      i. Click [Close] 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 I-Service, go to: https://servicedesk.alleghenycounty.us

This and other Job Aids can be found at: http://s3.amazonaws.com/dhs-application-support/index.htm