

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

Referral Date	Referral ID	Referral Status		_	Referral Categ	ory	
1/27/2017	55293	Open	$\mathbf{\mathbf{v}}$	G	Independen	nt Living	
Fransition Planner	Educational Liaison	412 Youth Zone	_	Owner of Plan		_	Enrollment Status
Sanfilippo, Mela 🗸	-Select-	-Select-	G	412 YouthZo	ne 🗹	9	Not Enrolled
		DI					
School Name	School Grade	Placement Agency	Placemen	nt Facility			
ichool Name	School Grade	Placement Agency	Placemen	nt Facility			
School Name	School Grade	Placement Agency	Placemen	nt Facility			
School Name	School Grade		Placemen	nt Facility			
	School Grade		Placemen	tt Facility			
Activity Log	School Grade	Activity Time	Placemen	User	Å		Activity
Activity Log							Activity ioals For Case Plan: 9206
Activity Log Activity ID 2664004	Activity Date 01/31/2017	Activity Time	* *	User Hannah JoAnn	Saved (Outcome/G	ioals For Case Plan: 9206
Activity Log Activity ID	Activity Date	Activity Time	* *	User	Saved (Outcome/G	-

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

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:

Activity Date	Activity Time	
01/31/2017	12:52 PM	
User	Activity ID	
Hannah JoAnn	2663964	
Activity Description		
Saved Meeting Information		
Close		

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

For more information...

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

To access I-Service, go to: <u>https://servicedesk.alleghenycounty.us</u>

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