

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 Summary - S	Susie Sunshine				
R	eferral Date	Referral ID	Referral Status		Referral Category	
0	1/27/2017	55293	Open	. ⊂	Independent Li	ving 🗸
т	ransition Planner	Educational Liaison	412 Youth Zone	Own	er of Plan	Enrollment Status
S	anfilippo, Mela 🗸	-Select-	-Select-	412	YouthZone 🔽 🕒	Not Enrolled
S	chool Name	School Grade	Placement Agency	Placement Facility		
	• - 4 ¹ - ¹ 4- 1					
÷ /	Activity ID					
		Activity Date	Activity Time	∛ User	Å V	Activity
	2664004	 Activity Date 01/31/2017 	Activity Time	User	Ann Saved Out	Activity come/Goals For Case Plan: 9206
	2664004 2663964	 Activity Date 01/31/2017 01/31/2017 	Activity Time 12:53 PM 12:52 PM	 User Hannah Jo Hannah Jo 	Ann Saved Oute	Activity come/Goals For Case Plan: 9206 ved Meeting Information
	2664004 2663964 2658264	 Activity Date 01/31/2017 01/31/2017 01/27/2017 	 Activity Time 12:53 PM 12:52 PM 4:40 PM 	 User Hannah Jo Hannah Jo Chimes I 	Ann Saved Out Ann Saved Out	Activity come/Goals For Case Plan: 9206 ved Meeting Information Saved Referral

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