



Utilities – Activity Log

MH Residential 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				
ActivityID	Activity Date	Activity Time	User	Activity
2922478	08/08/2017	11:52 AM	Wienand Amy	Saved case Document
2894261	06/13/2017	1:16 PM	Matsook Christina	Updated Case Summary
2894259	06/13/2017	1:16 PM	Matsook Christina	Updated Case Summary

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
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Show 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	Activity Time
<input type="text" value="06/13/2017"/>	<input type="text" value="1:16 PM"/>
User	Activity ID
<input type="text" value="Matsook Christina"/>	<input type="text" value="2894261"/>
Activity Description	
<input type="text" value="Updated Case Summary"/>	
<input type="button" value="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 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> or <http://dhsassist.dhs.allegheny.local> for internal users.