



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 - Susie Sunshine

Referral Date
01/27/2017

Referral ID
55293

Referral Status
Open

Referral Category
Independent Living

Transition Planner
Sanfilippo, Mela

Educational Liaison
-Select-

412 Youth Zone
-Select-

Owner of Plan
412 YouthZone

Enrollment Status
Not Enrolled

School Name

School Grade

Placement Agency

Placement Facility

▼ Activity Log

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

Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Activity Log** tile.
- 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 Log				
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 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
01/31/2017	12:52 PM
User	Activity ID
Hannah JoAnn	2663964
Activity Description	
Saved Meeting Information	
<button>Close</button>	

- 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>