



Referral – Activity Log MH Residential 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

▼ Activity Log					
	Activity ID	♣ Activity Date	♣ Activity Time	⊕ User	
	34836920	03/13/2024	12:01 PM	Jamie Heidrich	Saved Applicant Authorization
	34836918	03/13/2024	12:01 PM	Jamie Heidrich	Saved Level Of Care
	34836917	03/13/2024	11:58 AM	Jamie Heidrich	Saved Risk Factor
	34836915	03/13/2024	11:54 AM	Jamie Heidrich	Saved Residential Living
	34836913	03/13/2024	11:54 AM	Jamie Heidrich	Saved Referral Info
	34836911	03/13/2024	11:52 AM	Jamie Heidrich	Saved Prescreen
	34836908	03/13/2024	11:51 AM	Jamie Heidrich	Saved Prescreen

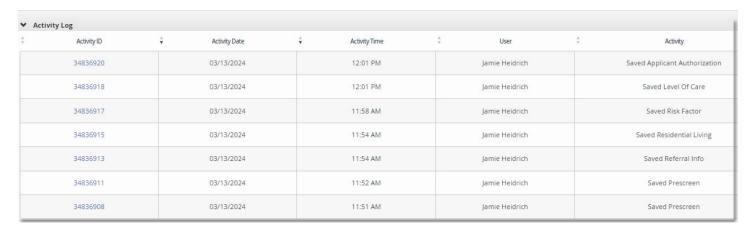
Navigation

- 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.

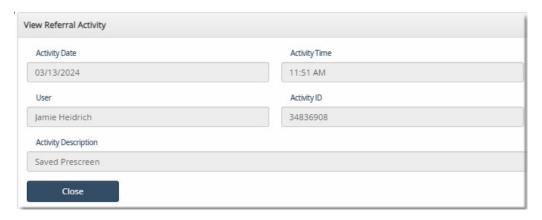


Activity Log

1. 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.



a. Activity ID: To view a specific activity, click on the Activity ID for the desired activity in the Activity Log grid. The View Referral Activity pop-up will open:



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

For more information...

For assistance, please contact the Allegheny County DHS Service Desk at 412-350-HELP (4357), option 2 for the DHS Service Desk.