



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	Activity	
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

- 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.



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.

▼ Activity Log					
Activity ID	Activity Date	Activity Time	User	Activity	
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	

- 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:

View Referral Activity

Activity Date

03/13/2024

Activity Time

11:51 AM

User

Jamie Heidrich

Activity ID

34836908

Activity Description

Saved Prescreen

Close

- i. Click  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.