

## View the History Log

### Common Buttons & Icons



**Pencil** icon



**Home** icon

### View the History Log

From the PASS home screen:

1. Click **PromisePoint user list**.
2. Click the **By Location** drop-down arrow; then click the appropriate **location**.
3. Click **Search**.
4. Click the **Pencil** icon for the correct user.
5. Click **User History**.
6. Review the **activity history**.
7. **Scroll down** to view additional information.
8. Click the **Home** icon.