

What is the History Tab?

- The history tab allows the user to view all changes and edits made throughout the system
 - This tab is visible to all users with an employee profile
- The history tab is available on most details pages
- If there are no changes or edits to the item the user is viewing, the History tab will state "No records to display."
- If a particular item's details have been edited or changed, the history tab will display the following information:
 - The date it was modified
 - The field that was edited
 - Who made the change
 - The old value (before the field/item being edited)
 - The new value (field/item after being edited)

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