



How to Manage the Activity tab (QRG)

The Activity tab contains a record of all actions carried out by all the users within your organisation.

The screenshot shows the 'Activity' tab selected in the navigation bar. The interface includes a search area with 'Date from', 'Date to', and 'Narrative' fields, and 'Apply Filter' and 'Clear Filter' buttons. Below the search area is a table with columns for 'Date' and 'Narrative'. The table contains several rows of activity records. Callout 1 points to the 'Activity' tab in the navigation bar. Callout 2 points to the search fields. Callout 3 points to the 'Clear Filter' button. Callout 4 points to the 'Export to Excel' button. Callout 5 points to the 'Apply Filter' button.

Date	Narrative
26-Nov-2018 08:52:20	Status set to: 'ACTIVE' for agreement '2nd Pan London Training ISA' with organisation 'North West London NHS Trust'
26-Nov-2018 08:47:25	Status set to: 'PENDING' for agreement '2nd Pan London Training ISA' with organisation 'North West London NHS Trust'
26-Nov-2018 08:47:19	Agreement '2nd Pan London Training ISA' has been updated for 'DROP1 TEST ORG2'
26-Nov-2018 08:47:19	Risk 'Test Risk' for agreement '2nd Pan London Training ISA' has been updated
26-Nov-2018 08:47:19	Agreement '2nd Pan London Training ISA' status changed from Draft to Live for 'DROP1 TEST ORG2'
26-Nov-2018 08:47:01	Status set to: 'DRAFT' for agreement '2nd Pan London Training ISA' with organisation 'North West London NHS Trust'
26-Nov-2018 08:46:55	Organisation 'North West London NHS Trust' has been invited to '2nd Pan London Training ISA' agreement
26-Nov-2018 08:46:55	Risk 'Test Risk' for agreement '2nd Pan London Training ISA' has been updated
24-Nov-2018 14:46:43	Risk 'desc' for agreement 'Drop2 TestISA 1911 Clone' has been updated

1. Click on 'Activity' tab from the navigation bar. The Activity screen is displayed listing all ISA, DPIA and DPC activities in date order
2. To search the audit list, enter the search preferences in the search fields at the top. Enter a 'Date from' and a 'Date to' to search by date range, or enter a value in the 'Narrative' field to search by narrative
3. Click the **Apply Filter** () button or press the 'Enter/Return' key on the Keyboard
4. To extract the filtered information onto an Excel file, select the **Export to Excel** button
5. To clear the fields and search again, select the **Clear Filter** () button at the top-right of the screen. Search fields are cleared, and all activity is listed