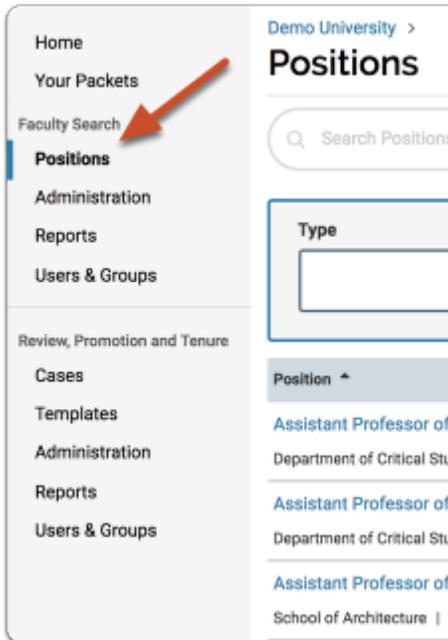


## View the Position Activity Log

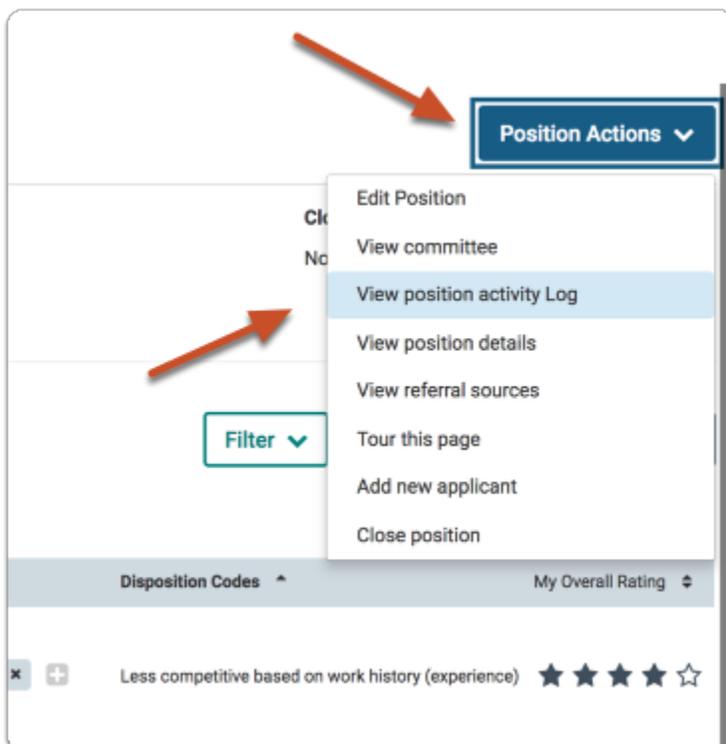
Interfolio Faculty Search keeps an automatic log of the user actions and events that take place around each position in the program on the position activity log.

The position activity log for any given position is visible only to users with Administrator rights over that position (admins and committee managers). It is separate from the existing system logs under Reports. These logs provide you with a clear record of when certain changes were made and by whom.

1. Select "Positions" from the left-hand navigation, and then click on the name of the position you want to view.



2. Click the "Position Actions" button at the top right of the applications page of the position, and select "View position activity log."



- a. The position history will display a list of actions and events:
- i. The user will see a log with entries indicating changes or activity. This list of events can be searched and sorted by date or event. A link to “View Message” concerning the event will appear where applicable.
  - ii. You can access the position activity log from within the individual position.
  - iii. Currently, position activity log data is just for the individual position, and not available in aggregate (such as through Reports).

Demo University > Positions > Associate Professor of Orthodontic Dentistry >

## Positions History

Search by event

| Date ▾                  | Event ⚙                                                                                                          |
|-------------------------|------------------------------------------------------------------------------------------------------------------|
| Aug 1, 2018 at 12:10 AM | Beverly Brown (blothar.brown@interfolio.com) published the position.                                             |
| Aug 1, 2018 at 12:09 AM | Beverly Brown (blothar.brown@interfolio.com) changed the status from "Accepting Applications" to "Interviewing". |