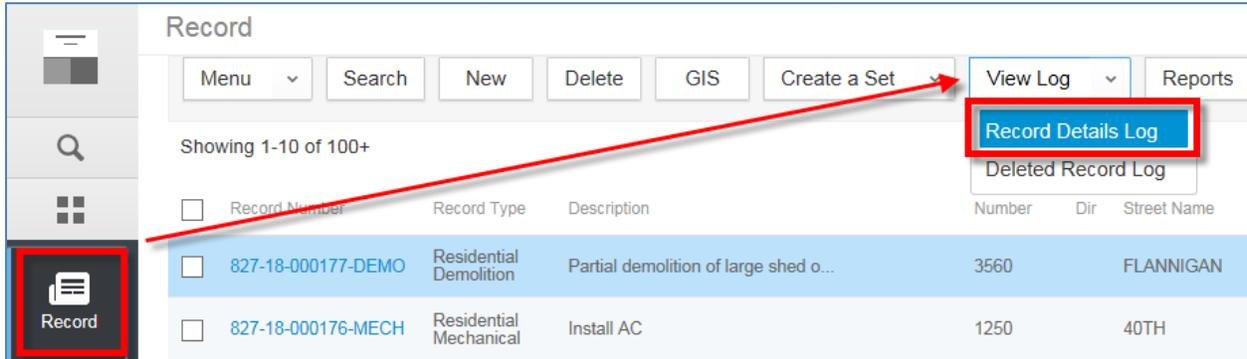


Find Expiration Date History in Record Details Log

The Expiration Date value is updated throughout the life cycle of a permit. You can easily find the history of the Expiration Date by using the Record Details log.

1. Go the **Record List** > hover over **View Log** > click on **Record Details Log**.



The screenshot shows the 'Record' interface. In the top right, there is a 'View Log' dropdown menu with 'Record Details Log' and 'Deleted Record Log' options. A red box highlights the 'Record' icon in the left sidebar. A red arrow points from the 'View Log' dropdown menu to the 'Record Details Log' option.

2. Enter the following information:

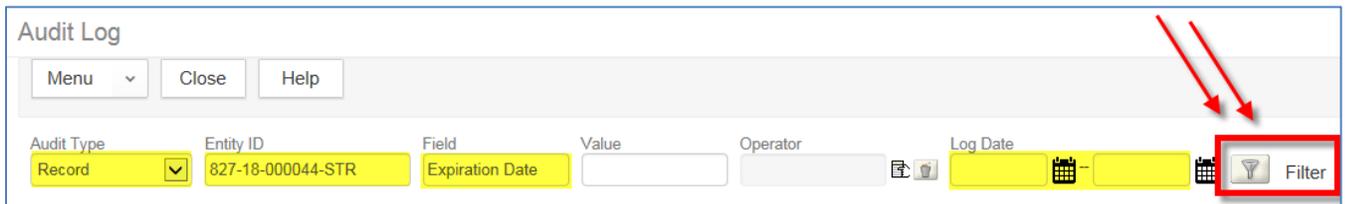
Audit Type = Record

Entity ID = [record number]

Field = Expiration Date

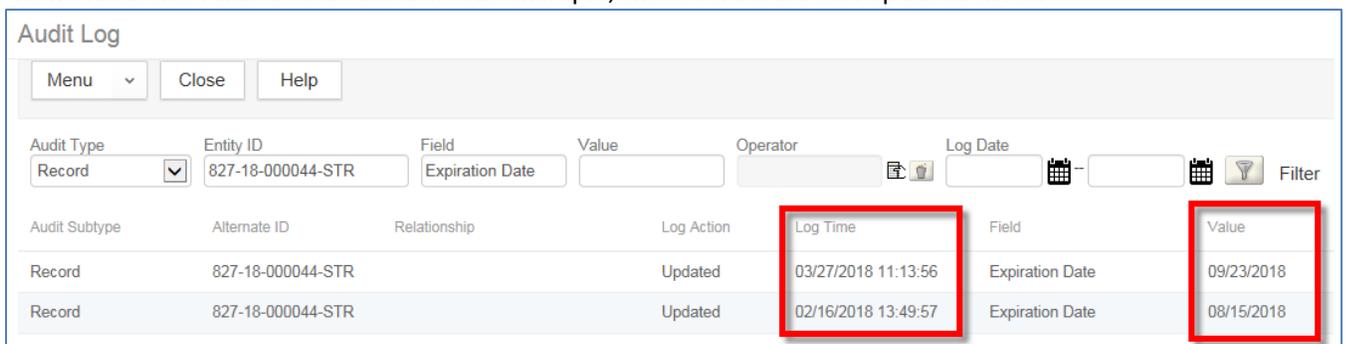
Log Date = [clear both fields to give you the entire history]

Click **Filter** when finished.



The screenshot shows the 'Audit Log' configuration screen. The 'Filter' button is highlighted with a red box and a red arrow.

You will notice that the **Log Time** column shows when the **Expiration Date** was updated and the **Value** column shows what the value at that time. In this example, the record has been updated twice.



The screenshot shows the 'Audit Log' results table. The 'Log Time' and 'Value' columns are highlighted with red boxes.

Audit Subtype	Alternate ID	Relationship	Log Action	Log Time	Field	Value
Record	827-18-000044-STR		Updated	03/27/2018 11:13:56	Expiration Date	09/23/2018
Record	827-18-000044-STR		Updated	02/16/2018 13:49:57	Expiration Date	08/15/2018