

How to View the Status History



This how-to document is intended for all CIMS users and will explain how to view a form's status history.

When a user or the system changes a status in CIMS, the change is documented in the Status History. By viewing the Status History, you can see what status was applied, when, and by which user. You may want to view the Status History for a Corrective Action Plan, Progress Report, data verification/validation, Student Level Corrective Action Plan (SLCAP), and more.

ACCESS THE STATUS HISTORY

1. Log into [CIMS](http://www.cimsmichigan.org) (<http://www.cimsmichigan.org>).
2. Using your task list or the tabs, locate the form whose Status History you want to view (for example, if you want to review an SLCAP's Status History, you will go to the SLCAP Menu).
3. Once on the Forms menu, click **View Status History** under the orange "Ready to Change the (form name) Status" heading.

Status	Page Name	Note	Created By	Last Modified By
	Student Level Corrective Action Plan		The System	11/4/2010 8:59:12 AM
Ready to Change the SLCAP Status				
	Click Here to Change the SLCAP Status			
	View Status History			

VIEW THE STATUS HISTORY

4. The Document Status History contains the form's Status History. The table lists the following:
 - a. Status that was applied
 - b. Date/Time the status change occurred
 - c. The user name of the person/system that applied the new status
 - d. Notes associated with the document