

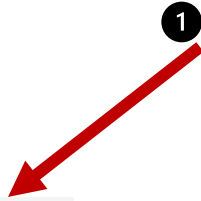
Using the Case Activity Log

The activity log is a record of all actions taken on an APR case including when a case is moved to a different review step, when documents are shared, when messages are sent, changes in the status of the case, when the membership of the committee is changed, when external evaluations are requested, and more.

Administrators can view this information in the chronological Activity Log of all activity on an Annual Performance Review (APR) Case. The Activity Log is accessed from the Case page.

Note: Case Managers cannot view the activity log of a case.

Click **Case Options** and then **View Activity Log**



The screenshot shows the 'Faculty Member 2' case page. At the top right, there is a 'Case Options' button with a dropdown arrow. A dropdown menu is open, listing several actions: 'Edit Case', 'Email Candidate', 'Add Internal Section', 'View Activity Log', 'Reopen Case', and 'Delete Case'. The 'View Activity Log' option is circled in red, and a black circle with the number '2' is placed next to it. Below the menu, there are buttons for 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The main content area is titled 'Candidate Packet' and contains a section for 'Recording Academic Activities' which is currently 'Locked'.

The **Case Activity page** will appear for the faculty member selected.

The screenshot shows the 'Case Activity for Faculty Member 2' page. It features a search bar for events and a 'Download CSV' button. Below is a table with columns for 'Date', 'Event', and 'Actions'. The table lists several events from 1/28/2025, including status changes, material submissions, and notifications. The 'View Content' link is visible for some events.

Date	Event	Actions
1/28/2025 11:21 PM Eastern Time	Janice Robert (Janice.Robert@umassmed.edu) changed the status from "(no status)" to "Closed".	
1/28/2025 10:49 AM Eastern Time	Faculty Member 2 (UMass_faculty@interfolio.com) submitted materials for review.	
1/28/2025 10:49 AM Eastern Time	Interfolio automatically moved the case to "Department Supervisor Review".	
1/28/2025 10:49 AM Eastern Time	Committee members notified of initial packet submission.	View Content
1/28/2025 10:49 AM Eastern Time	Faculty Member 2 (UMass_faculty@interfolio.com) completed the initial submission of their packet.	
1/28/2025 10:49 AM Eastern Time	Faculty Member 2 (UMass_faculty@interfolio.com) locked section Recording Academic Activities.	
1/28/2025 10:26 AM Eastern Time	Unit Admin (unit_admin_umass@interfolio.com) notified Faculty Member 2 of the review.	View Content
1/28/2025 10:22 AM Eastern Time	Unit Admin (unit_admin_umass@interfolio.com) added the form 'APR Supervisor Form' as a requirement for the Committee Members in committee PQHS Supervisor at Step 1 of 4: Department Supervisor Review.	
1/28/2025 10:22 AM Eastern Time	"Department Supervisor" was replaced with "PQHS Supervisor" at Step 1 of 4: Department Supervisor Review of the case.	

To view an Interfolio video click the link below.

<https://rise.articulate.com/share/Zv9oVNyzU89LcN9je0Uo44JcriWpZ5JQ#/lessons/8T0WUCnDlzyXoNMs01ZcIB-fBS9xBkhQ>