

IPDAE Activity History

Instructions for Accessing Event Activity History



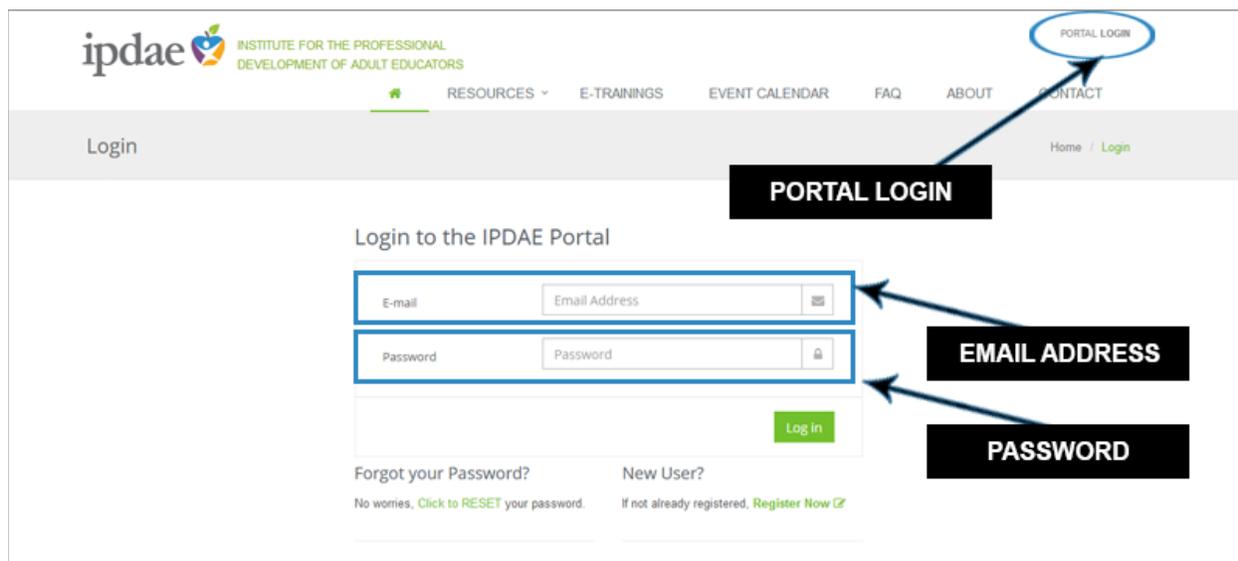
Overview

This document provides simple “Do-It-Yourself” instructions for how to access a user’s event registration **Activity History** for a log report of events that have been registered for and/or attended.

This document considers that a user has an active and valid IPDAE Portal User Account. Users are required to access their online portal account to gain access to the activity history information.

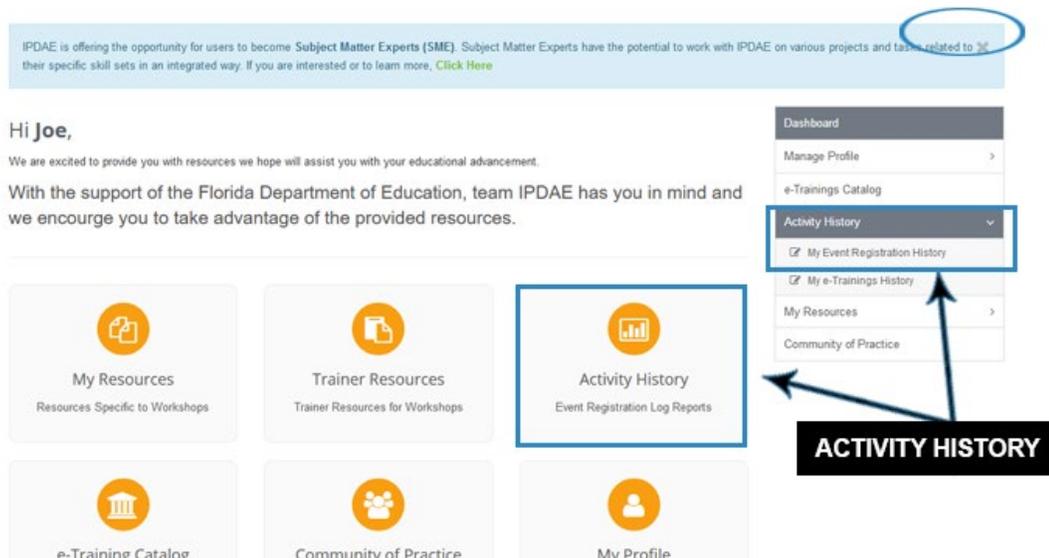
Step 1:

Log-In to your IPDAE Portal Account by selecting **PORTAL LOGIN** and enter your account **E-MAIL** and **PASSWORD** and select “Log-In” as shown below.



Step 2:

Now select **ACTIVITY HISTORY** from either location as shown below.



Step 3:

To view a log of events registered for and/or attended, enter an **EVENT DATE RANGE** as shown below. **NOTE: The event data is based on the LIVE event date. This means that the date when the event was held live must be within the START and END Date range.** After entering a date range, select “Go”.

The screenshot shows the 'Activity History' section with a sub-section 'My Event Registration History'. A black box labeled 'EVENT DATE RANGE' points to the 'Event Date Range' input field, which contains '02/26/2018' and a 'To' field. Below the input fields is a 'Go' button. A 'Save as PDF' button is also visible. The main content is a table with the following data:

Event Date	Event	Description	Attended	Duration	Effective Date
02/23/2019	JR Test Event 1	JR Test Event 1 Short Description		1 hr	02/19/2019
02/24/2019	JR Test Event 3	JR Test Event 3 Short Description		1 hr	02/19/2019
03/30/2019	JR Test Event 2	JR Test Event 2 Short Description		1 hr	02/19/2019

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Step 4:

The results will appear as shown below and you can **SAVE** a PDF copy by selecting the “**Save as PDF**” button of the log report and email or print the file as needed.

This screenshot is identical to the one in Step 3, but with a black box labeled 'SAVE AS PDF' pointing to the 'Save as PDF' button. The table and other interface elements remain the same.