History

See previous W5 version guide

PURPOSE

This document shows the procedure on how to access the history of static data changes in the system.

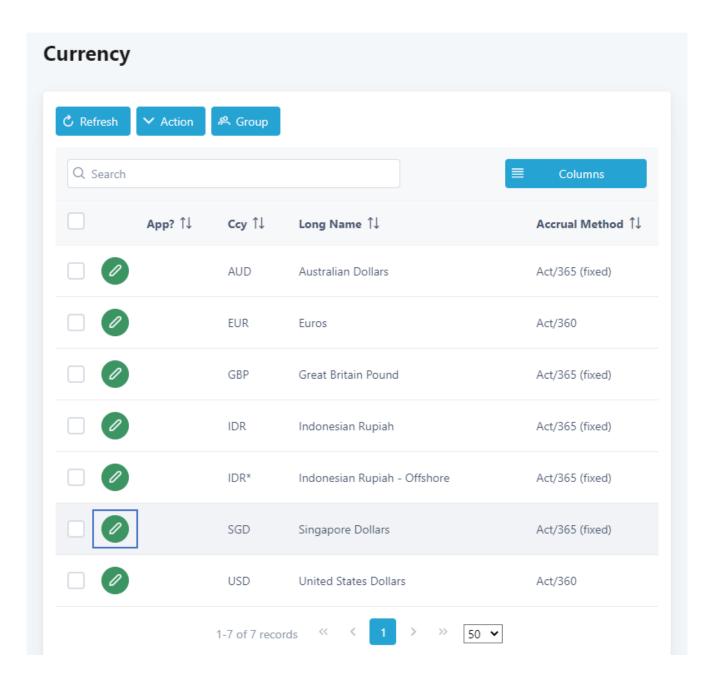
WHY IS THIS IMPORTANT?

This is important as this allows user to check and trace back the history of the change, i.e. what was change before, when it was changed and who changed it when necessary.

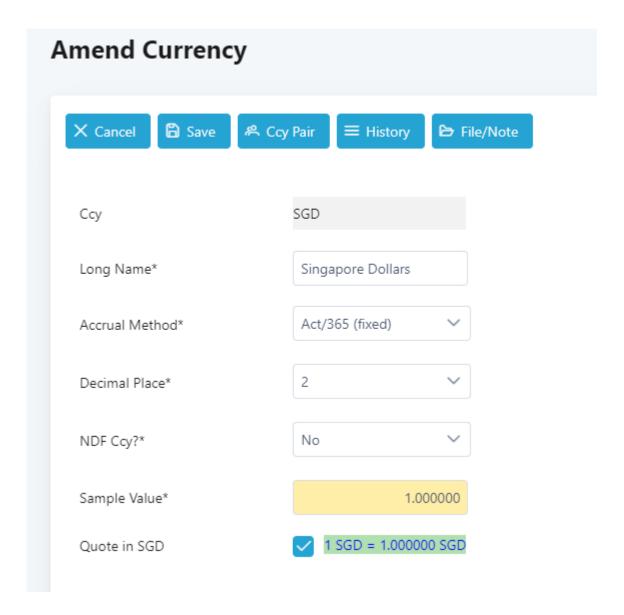
PROCEDURE



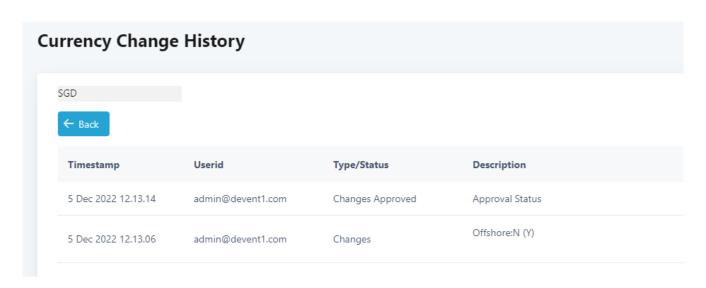
- 1. History can be found in any of the amend screen of static data maintenance in the system. This is to ensure accountability. In this example, select Set Up > Global > Currency.
- 2. Click on the Edit button beside the currency short name to drill down to the Amend screen.



3. From the Amend screen, click History.



4. The change history of currency displays. The change history will show the latest change at the top.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	Ву	Changes
15-Feb-2008	-	Created.
14-Sep-2017	Clarissa	Reformatted. Rewritten.
21-Nov-2019	Lyra	Updated Screenshots.
5-Dec-2022	TS	Updated to W6 instructions and screenshots.