Utilizing the History Tab

The History tab in TMS appears throughout the system, across both modules for multiple action items. The History tab is a one-stop shop which allows users to quickly view all previous actions taken on the item you are working on, be it a position description, posting request or hiring proposal. The History tab also appears on individual job applications where a user will be able to see all previous applicant workflow transitions and rationales.

Position Description History Tab

Below is an example of the History tab when creating or modifying a position description. The most recent transition in workflow will always appear at the top of the page. Workflow transitions, previous user notes, emails the system sent and to who, as well as date and time stamps associated with each workflow transition, will all appear on this tab.
Posting History Tab

Below is an example of the History tab within a posting request. Similar to the History tab on a position description, the most recent transition in workflow will always appear at the top of the page. Workflow transitions, previous user notes, emails the system sent and to who, as well as date and time stamps associated with each workflow transition, will all appear on this tab.

After each workflow transition, the system will send out an email alert to the next approver. Click on the blue linked text under ‘Email Sent’ to view the email.

Along the right side of the history tab, each approval point will be stamped with the name of the user, their user role as well as the date and time of the approval.

The system will track every workflow approval point, indicating the specific workflow state each user selected in the approval process as well how long each action sat in the next workflow state.
Application History Tab

Below is an example of the History tab within an applicant’s job application. Similar to the History tab within a position description or posting, the most recent transition in applicant workflow state will always appear at the top of the page. Applicant workflow transitions, previous user notes, emails the system sent and to who, submitted applicant rationale, as well as date and time stamps associated with each applicant workflow transition, will all appear on this tab.

Similar to the other History tabs, the application history will track emails, workflow transitions, name, date and time stamps as well as each submitted applicant rationale for the specific applicant workflow state transition.
Hiring Proposal History Tab

Below is an example of the History tab on a hiring proposal. Similar to the History tab within a position description, posting or job application, the most recent transition in workflow will always appear at the top of the page. Workflow transitions, previous user notes, emails the system sent and to who, as well as date and time stamps associated with each workflow transition, will all appear on this tab.