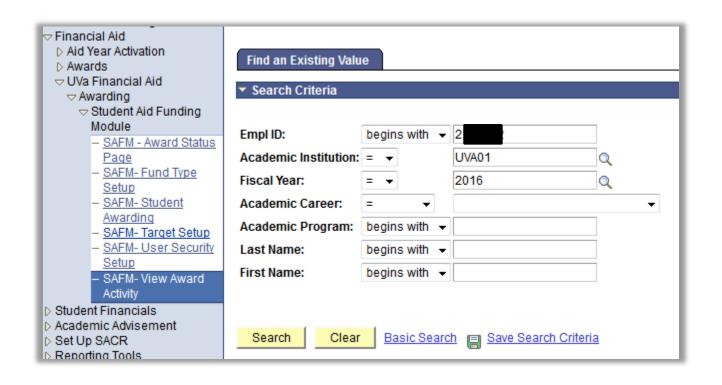
Quick Guide: SAFM View Award Activity

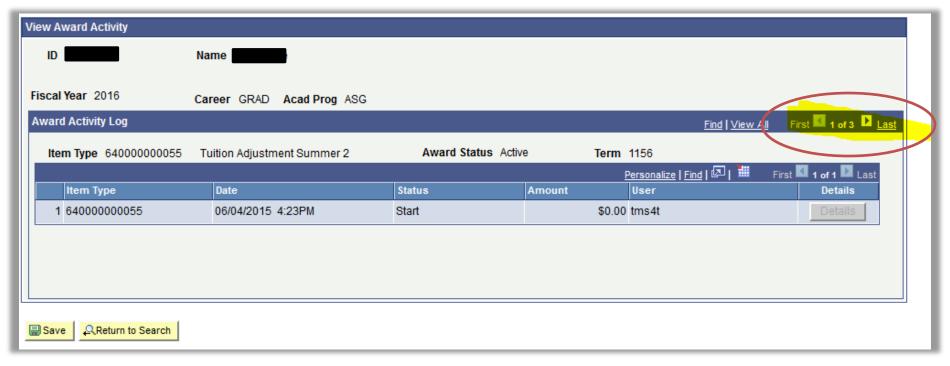
- The SAFM View Award Activity Page:
 - o tracks SAFM transactions/provides a history of changes to aid packages
 - o presents award history information by item type
 - o adds a row to the "SAFM Award Activity Log" when the award state changes upon a save
 - o records all award state saves except "In Process"
 - o is available from within the SAFM menu via a link entitled "View Award Activity"



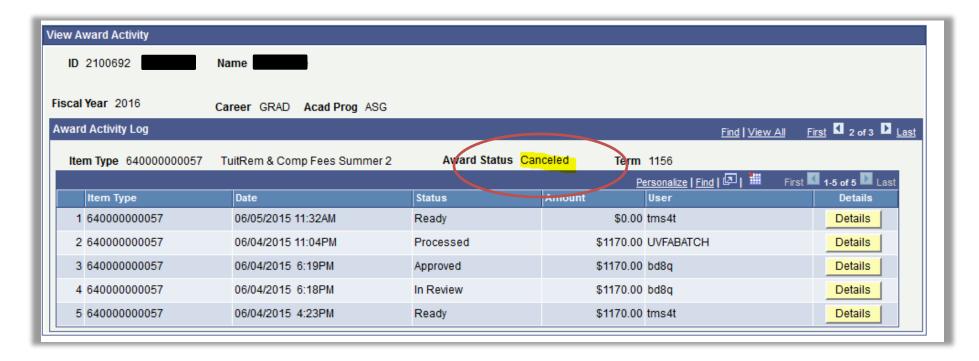
• For SAFM View Award Activity, you can pull up information by student:



- View Award Activity presents award history information by item type.
- Access different item type histories via scroll buttons (< and >) at the top right:



• SAFM View Award Activity displays an "Award Activity Log" by term that lists the date, status, amount, user information, and details. In the details column, click on the "Detail" PTAEO information for each line item in the activity log. (Note: SAFM View Award Activity will not record award state changes for awards that were cancelled before they were saved in a "Ready" status; SAFM View Award Activity identifies when an award has been cancelled only after it has been saved as Ready.)



• For example, when clicking on the "Ready" status "Details" button from above:



• SAFM Award Activity Details page display item type and description, career, term, organization, target name, award, project, task, the clearing account checkbox, amount, percentage, assistantship, fund source status, date, timestamp, and user information.



• NOTE: Since SAFM View Award Activity did no go "live" until May 12: if you moved awards to any status other than Start prior to May 12, the action was NOT recorded in the View Award Activity Page (since that didn't go into production until May 12).