

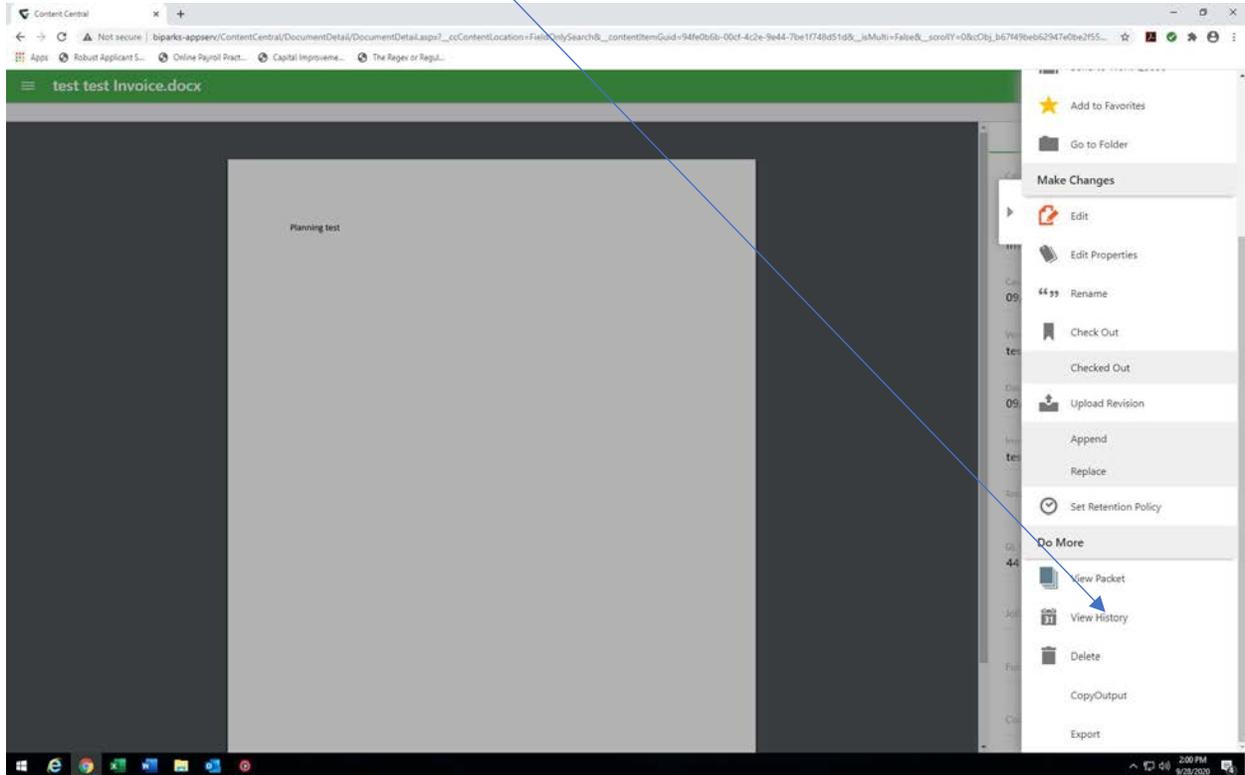
To view history: click on the tab on the right.

The screenshot shows a web browser window with the address bar displaying a URL from 'biparks-apps'. The main content area shows a document titled 'test test Invoice.docx' with the text 'Planning test'. On the right side, there is a 'PROPERTIES' sidebar with the following fields:

- Catalog: **Planning**
- Document Type: **Invoice**
- Capture Date: **09/23/2020**
- Vendor Name: **test**
- Date Received: **09/23/2020**
- Invoice Number: **test**
- Total Amount: **0.00**
- GL Code: **44 - advertising**
- Job Code: [dropdown]
- Fund: [dropdown]
- Cost Center: [dropdown]

A blue arrow points from the text 'To view history: click on the tab on the right.' to the 'Planning' tab in the properties sidebar.

Click on history in the tab section (higher in the side bar is an icon to print the invoice if you want)



View each step in the history of the document

Content Central

Not secure | bparks-appserv/ContentCentral/DocumentHistory/DocumentHistory.aspx?_docHistoryDocId=946066b-00cf-4c2e-9e44-7be1748551d

Apps Robust Applicant S... Define Payroll Pract... Capital Improve... The Pages or Regis...

Document History

8 total 8 visible

946066b-00cf-4c2e-9e44-7be1748551d | Sort

| | | |
|--|---|--|
| <p>test test Invoice_CCv0001.docx</p> <p>Planning Invoice</p> | <p>V 1.7</p> <p>User AmyJ</p> <p>Action End Approval Process</p> <p>Details (Approval) Approval Process completed.</p> <p>Revision Date 09/23/2020 02:04:04 PM</p> | <p>Document Modification Date 9/23/2020 2:04:04 PM</p> |
| <p>test test Invoice_CCv0001.docx</p> <p>Planning Invoice</p> | <p>V 1.6</p> <p>User DawnH</p> <p>Action Approved</p> <p>Details (Approval) Document moved forward from (PARK Director) to (Payment).</p> <p>Revision Date 09/23/2020 02:03:50 PM</p> | <p>Document Modification Date 9/23/2020 2:03:50 PM</p> |
| <p>test test Invoice_CCv0001.docx</p> <p>Planning Invoice</p> | <p>V 1.5</p> <p>User DawnH</p> <p>Action Properties Updated</p> <p>Details (Capture Data) [Cost Center] = "" [Date of Approval] = "" [Date Received] = "09/23/2020" [Fund] = "" [GL Code] = "44 - advertising" [Invoice Number] = "test" [Job Code] = "" [Remarks] = "" [Total Amount] = "0.00" [Vendor Name] = "test" [Vendor Number] = "" [Document Type] = "Invoice"</p> <p>Revision Date 09/23/2020 02:03:47 PM</p> | <p>Document Modification Date 9/23/2020 2:03:47 PM</p> |
| <p>test test Invoice_CCv0001.docx</p> <p>Planning Invoice</p> | <p>V 1.4</p> <p>User JerryB</p> <p>Action Rejected</p> <p>Details (Workflow) [Approval] Document moved from (PARK Director) to (PARK Director). Note: Document rejected by workflow rule.</p> <p>Revision Date 09/23/2020 02:03:29 PM</p> | <p>Document Modification Date 9/23/2020 2:03:29 PM</p> |
| <p>test test Invoice_CCv0001.docx</p> <p>Planning</p> | <p>V 1.3</p> <p>User JerryB</p> <p>Action Approved</p> | <p>Document Modification Date 9/23/2020 2:03:29 PM</p> |

Windows Taskbar: 2:02 PM 9/28/2020