

Access a job task history

September 2018



Access a job task history

Each job includes a Task History per file, describing all the stages (system or human) a file will go through. The Task History information highlights any warning or error a specific file may have experienced.

In order to access the Task History for a given job:

- 1. Select **My Jobs** option under the **Home** menu.
- 2. Click on the job link you wish to view the Task History for.

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3. Click the **Workflow Stage** link to access the **Task Summary** page.

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4. You have one **Task ID** per file in your job. Click the **Task ID** link to view the **Task History** information.



5. You can view each have stage in the workflow and the associated action.

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