

MACHINE INFORMATION - HISTORY

Restricted Access

This area requires a **Planning** or **Finance** license to access.

Users, Super Users, Owners and **Internal Users** can view and update reference data.

History Tab

The **History** tab provides a summary view of visits within a specified time period.

In this tab, you can filter the visits by:

- Visit Reference
- Visit Type
- Visit Status

You can also adjust the date range based on the **Date Scheduled**.

After applying your filters, select '**Apply**' to display the visits that match your criteria.

The screenshot shows a user interface for the History tab. At the top, there are three input fields for filtering: 'Visit Reference', 'Visit Type', and 'Visit Status'. Below these is a date range selector showing '05/03/2024 - 19/03/2024' with 'Apply' and 'Export' buttons. Below the filters is a table with the following data:

Visit Reference	Visit Type	Visit Status	Date Raised	Date Scheduled	Date Completed
VRTrainOrg93EB	Stock	Completed	06/03/2024 09:54	06/03/2024 09:54	06/03/2024 10:31

Within the **History** table, you can view summary information about both current and past visits:

- **Visit Reference:** Hyperlinked for easy access to the visit sheet.
- **Visit Type:** Indicates the type of visit that was created.
- **Visit Status:** Displays the current status of each visit sheet.
- **Date Raised:** Shows when the visit was created.
- **Date Scheduled:** Indicates the date the visit was planned for.
- **Date Completed:** Reflects when the visit was finished.

You can use these details to track and review the history of visits effectively.