View a Line Item's History

You can view the history of a line item to get a better understanding of when the item was added, updated, maintained, or distributed.

An item's history is viewed through the line item, in the History drawer. The first time you view the history, actions are listed in chronological order according to the Time and Date. As available, information is also provided about the On Hand, On Order, Par, Reorder At, and On Hold quantities, along with the name of the person who initiated the action. To sort the list in another way, click any column heading.

To view a line item's history

1. On the **Inventory** tab, click **Manage Inventory**. The *Manage Inventory* page opens.
2. Click **change location**. The domain hierarchy window opens.
3. Locate and select the sub location.
4. Locate and click the item or kit you want to update. The item's page opens.
5. Click the **History** drawer.
6. If necessary, adjust the **Date From** and **Date To**.
7. Optionally, on the upper right of the table, click the export icon and then click **Export as CSV**. The file is downloaded according to your browser settings.