

View Maintenance History

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Every time you or another user save maintenance changes to an item, the system logs it to the item's history. The **Maintenance** tab's **History** view allows you to review all maintenance-related actions.

Note: An item does not appear in your **Maintenance** tab unless maintenance features have been enabled

You can find history entries by searching by the item's name or specifying a date range.

If you have access to more than one location, this tab allows you to narrow your results by selecting a specific location using the **change location** feature.

To view history

1. On the *Inventory* tab, click **Maintenance**. The *Maintenance* page opens.
2. If appropriate, select a location (**change location**).
3. Select **History**.
4. Locate the item.

Tip: Use the **Search** field at the top of the table to locate the item or enter a date range to narrow the list of items shown.