1. Navigate to Job Data page to view History.
2. Enter Search Criteria.
3. Check the Include History box.
4. Click Search.
5. If job has history, you will see multiple pages.
6. “Current” indicates that you are looking at the current appointment data.
7. Click the “arrow” buttons to navigate through the historical data of the job.
8. “History” indicates that you are looking at the historical job appointment data.

PeopleSoft Tips

The Job Data page shows historical information for one appointment at a time. Go back to the search page to select other appointments with historical data.