

Segment event history

This job aid covers how to view the events that occurred on a segment.

Prerequisites

The reader should have a basic understanding of the general functionality of GMAS.

Finding the list of events that have occurred on a segment

The list of events that have occurred on a segment can be found using the “History” link at the top of any segment home page.

Note: While this job aid covers the segment event history, you may also find this “History” link on other screens such as the Financial deliverables screen, and the International approvals screen. The link is being added over time to other screens as well. The same basic concepts apply to those screens as well, but they are specific to the item you are looking at and the layout is different. All events from those specific screens can also be found in the segment event history.

The screenshot shows the Harvard GMAS interface. At the top, there is a search bar and navigation links for 'People', 'Organizations', 'Links', and 'Jess Perreault'. Below this, the main content area displays details for a segment: 'HIS : Training Tanzanian Researchers for HIV/AIDS Implementation Science'. Key information includes the PI 'Wafaie Fawzi', Sponsor 'NIH/FIC', and Award number '2D43TW009775-06 REVISED'. A red arrow points to the 'History' link in the navigation bar, which is highlighted with a red box. Other navigation options include 'Email this page', 'Documents', 'Comments (1)', 'Related links', and 'Actions'. The 'Key information' section shows 'Administrative salaries' with a green checkmark.

Any GMAS event that occurs on a segment will be stored in this segment “history”. These events include:

- Proposal/Request creation and status transitions
- Notices logged and accepted
- Revisions committed/Action memos issued
- Some approval status updates
- Subrecipient/Subagreement/Subamendment creation and status transitions
- Financial deliverable status transitions
- And more

Segment event history page

1. From the Segment event history page, you can export the entire segment event history to excel by selecting "Download this page". The export will only give you the same basic information listed on this main page (not the level of detail about the specific events mentioned below).
2. The date the event occurred, the event name, and the high-level description of the event, appears for each event related to the segment. Selecting the date link will bring you to a screen that provides more details and links related to the event (described below).
3. The page only displays 10 records at a time. To navigate through all the segment events, use the "Next" or "Previous" links available at the top of the list (for a quick view of all events the "Download this page" can be used for easier scanning).

Segment Event history

Request ID	5120260-01	Function	request
Title	Amendment subagreement (Amendment) - 01		
PL	No Fund		
Approved	5/18/2023		
Created	11/01/2023 10:38:28AM		

Below are all significant events that have occurred thus far in this segment. For Event History Details, select link from "Date" column.

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Date (mm-dd-yyyy) ^	Event name	Description
04-09-2024	Request created	Changes to existing segment #6533163 created on Apr 9, 2024
10-04-2023	Revision committed	Revision was committed on Oct 4, 2023
09-28-2023	Revision committed	Revision was committed on Sep 28, 2023
08-30-2023	Revision committed	Revision was committed on Aug 30, 2023
07-18-2023	Revision committed	Revision was committed on Jul 18, 2023
07-18-2023	Fully executed	Amendment subagreement 5120260 - 01 was fully executed on Jul 18, 2023
07-18-2023	Ready for revision	Amendment subagreement 5120260 - 01 was moved to ready for revision on Jul 18, 2023
07-18-2023	Fully executed	Amendment subagreement 5120260 - 01 was fully executed on Jul 18, 2023
07-18-2023	With subrecipient	Amendment subagreement 5120260 - 01 was moved to with subrecipient on Jul 18, 2023
07-17-2023	With subrecipient	Amendment subagreement 5120260 - 01 was moved to with subrecipient on Jul 17, 2023

Event details page

For more details related to a specific event, select the date link from the main segment event history page noted above which will take you to a screen that has more details about the event including:

1. The person who triggered the event in GMAS.
2. A link to the item in the segment related to the event (request, deliverable, notice, etc.).
3. A list of anyone who received a notification about the event if one was sent.

Note: These details are not included in the downloaded view mentioned in the segment event history page section above.

05-Mediterranean diet, Metabolites, a... | Segment Event History | Segment Event History Details

Revision committed	Project ID	00000000000000000000	Parent: 00000000000000000000
	Title	05-Mediterranean diet, Metabolites, and Cardiovascular Disease	
	P.I.	No Parent	
	Sponsor	00000000000000000000	
	Dates	01.01.2020 to 01.01.2020	

Below are details relating to an event that has occurred in GMAS.

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1	Date(mm-dd-yyyy)	07-14-2023
	User	isaac.bernheim
	Short description	Revision was committed on Jul 14, 2023
	Long description	2 Go to the revision detail page to view the changes committed during this segment revision or to access the action memo.
3	Users notified	
	Name	Role
	Alexander, Suzanne/Kate	Additional Action memo recipient
	Brown, Michael P	Department Administrator
	Fisher, Heather M.	Central Administrator
	Holmes, Steven H	Central Administrator
	Ho, Randall	Principal Investigator
	Inoué, Akemi	Department Administrator
	Lichten, Patricia A.	Additional Action memo recipient
	Lee, Emma	Interfaculty Involvement Principal Investigator
	Long, Lindsey	Interfaculty Involvement Principal Investigator
	Malin, Grace	Central Financial Administrator
	Smith, Brooke L.	Department Administrator
	Stevens, Robert B.	Department Administrator
	Tan, Man-Chang	Department Administrator