

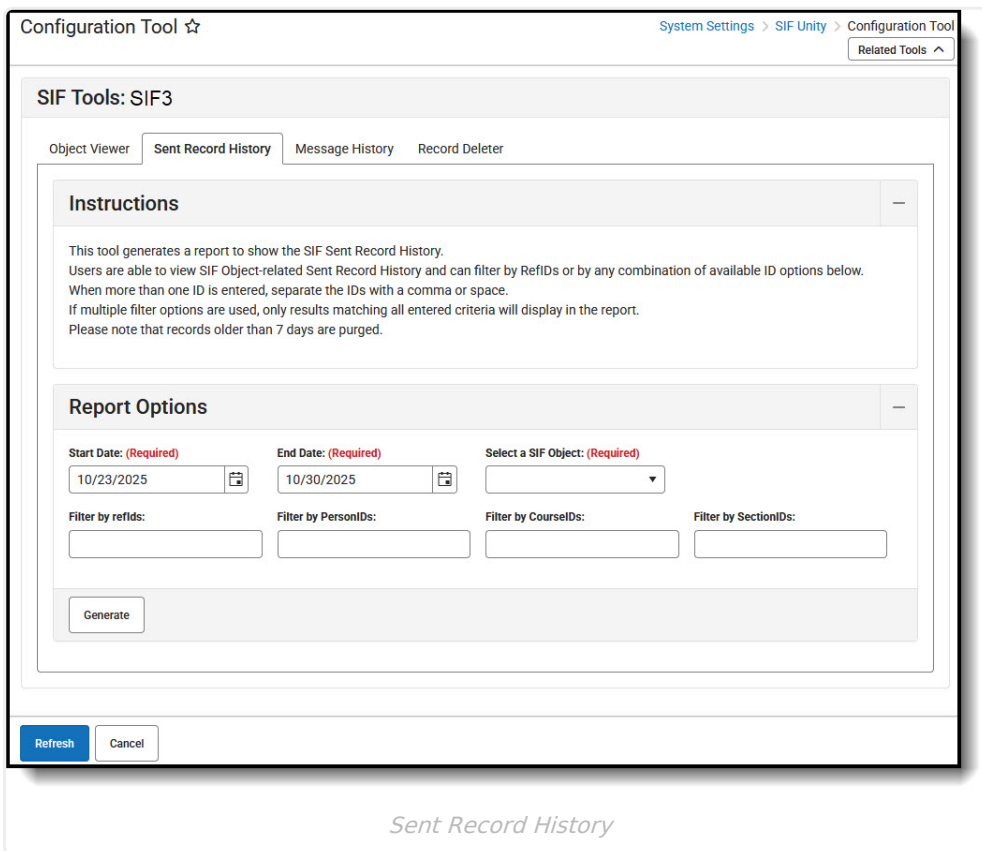
# Sent Record History (SIF Unity)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Sent Record History

The Sent Record History tool allows users to search for and view SIF data sent to the state and filter this data based on a defined date range, SIF object, and other identifiers.

SIF Unity tools are only available for SIF v3.X or higher.



The screenshot shows the 'Configuration Tool' interface for 'SIF Tools: SIF3'. It features a breadcrumb trail: 'System Settings > SIF Unity > Configuration Tool'. A 'Related Tools' link is visible. The main section is titled 'SIF Tools: SIF3' and contains four tabs: 'Object Viewer', 'Sent Record History' (selected), 'Message History', and 'Record Deleter'. Below the tabs is an 'Instructions' box stating: 'This tool generates a report to show the SIF Sent Record History. Users are able to view SIF Object-related Sent Record History and can filter by RefIDs or by any combination of available ID options below. When more than one ID is entered, separate the IDs with a comma or space. If multiple filter options are used, only results matching all entered criteria will display in the report. Please note that records older than 7 days are purged.' Below the instructions is a 'Report Options' section with the following fields: 'Start Date: (Required)' (10/23/2025), 'End Date: (Required)' (10/30/2025), 'Select a SIF Object: (Required)' (dropdown menu), 'Filter by RefIDs:' (text input), 'Filter by PersonIDs:' (text input), 'Filter by CourseIDs:' (text input), and 'Filter by SectionIDs:' (text input). A 'Generate' button is located below these filters. At the bottom of the tool interface are 'Refresh' and 'Cancel' buttons. The entire tool interface is titled 'Sent Record History' at the bottom.

**Read** - Access and generate the Sent Record History tool.

**Write** - Provides no function for this tool.

**Add** - Provides no function for this tool.

**Delete** - Provides no function for this tool.

For more information about Tool Rights and how they function, see [this Tool Rights article](#).

## Generate the SIF Sent Record History

Users can generate the SIF Message History Report to review recent SIF activity and diagnose SIF message errors which may be occurring from a SIF reporting entity. Records are purged every seven days.

Configuration Tool ☆
System Settings > SIF Unity > Configuration Tool
Related Tools ^

SIF Tools: SIF3

Object Viewer
Sent Record History
Message History
Record Deleter

Instructions

This tool generates a report to show the SIF Sent Record History.

Users are able to view SIF Object-related Sent Record History and can filter by RefIDs or by any combination of available ID options below.

When more than one ID is entered, separate the IDs with a comma or space.

If multiple filter options are used, only results matching all entered criteria will display in the report.

Please note that records older than 7 days are purged.

Report Options

Start Date: (Required)
10/23/2025

End Date: (Required)
10/30/2025

Select a SIF Object: (Required)

Filter by RefIDs:

Filter by PersonIDs:

Filter by CourseIDs:

Filter by SectionIDs:

Generate

Refresh
Cancel

Sent Record History

### Sent Record History Editor Fields

| Field                       | Description  |
|-----------------------------|--|
| <b>Start Date</b>           | The Start Date in the reported date range.                       |
| <b>End Date</b>             | The End Date in the reported date range.                         |
| <b>Select a SIF Object</b>  | The object for which the Sent Record History is being generated. |
| <b>Filter by RefIDs</b>     | Allows users to filter the Sent Record History by RefIDs.        |
| <b>Filter by PersonIDs</b>  | Allows users to filter the Sent Record History by PersonIDs.     |
| <b>Filter by CourseIDs</b>  | Allows users to filter the Sent Record History by CourseIDs.     |
| <b>Filter by SectionIDs</b> | Allows users to filter the Sent Record History by SectionIDs.    |
| <b>Generate</b>             | Generates the Sent Record History.                               |
| <b>Refresh</b>              | Refreshes the screen.  |

### Generate the SIF Sent Record History

1. Enter a **Start Date**. This is the first day in the reported date range.
2. Enter an **End Date**. This is the last day in the reported date range.
3. Select the **SIF Object** to view data on.
4. To search for a specific record(s), the following options can be used:  
**Note:** If multiple filter options are used, only results matching all entered criteria will display in the report.
  - **RefID(s)** - Find a specific record(s) based on the refID(s).
  - **PersonID(s)** - Find a specific record(s) based on the PersonID(s).
  - **CourseID(s)** - Find a specific record(s) based on the CourseID(s).
  - **SectionID(s)** - Find a specific record(s) based on the SectionID(s).
5. Generate the Sent Record History.
6. The SIF Sent Record History will display below the Report Options editor in a SIF Sent Record History Summary.

## View the SIF Sent Record History Summary

The Sent Record History Summary displays SIF event information for the selected SIF object in the selected date range. If desired, the summary can be exported to an Excel file. Only records matching all entered criteria will display in the summary.

Configuration Tool ☆
System Settings > SIF Unity > Configuration Tool

[Related Tools ^](#)

### SIF Sent Record History Summary

[Export to Excel](#)

| TimeStamp           | Object               | Refid                                | Action |
|---------------------|----------------------|--------------------------------------|--------|
| 10-30-2025 02:43 PM | StudentParticipation | A5D009DC-5EEC-0326-A407-2E370000A8DA | Add    |
| 10-30-2025 02:42 PM | StudentParticipation | A5D009DC-5EEC-0326-A406-C57D0000A8DA | Delete |
| 10-30-2025 10:13 AM | StudentParticipation | A5D009DC-5EEC-0326-3092-8CAE000076DE | Change |
| 10-30-2025 10:10 AM | StudentParticipation | A5D009DC-5EEC-0326-3092-8CAE000076DE | Change |
| 10-30-2025 10:09 AM | StudentParticipation | A5D009DC-5EEC-0326-3092-8CAE000076DE | Change |
| 10-30-2025 10:09 AM | StudentParticipation | A5D009DC-5EEC-0326-3092-8CAE000076DE | Change |

[Refresh](#)
[Cancel](#)

Sent Reord History Summary

### Sent Record History Editor Fields

| Field            | Description   |
|------------------|---|
| <b>TimeStamp</b> | The time/date the event occurred for the record.            |
| <b>Object</b>    | The object for which the Sent Record History was generated. |

| Field                  | Description  |
|------------------------|--|
| <b>RefId</b>           | The ID for which the record was sent.  |
| <b>Action</b>          | The action that occurred for the SIF object. Options are Add, Change, or Delete. |
| <b>Export to Excel</b> | Exports the Sent Record History to an Excel file.                                |