

## Configuring

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### Defining history record notifications

You can use notifications to create records to be saved as part of job history. You can define history record notifications to capture timestamps of job state changes as a job is processed in its workflow.

To define a history record notification:

1. Click the **Administration** tab.
2. In the left pane, click **Objects**  $\Rightarrow$  **Notifications**.
3. Click **Add**  $\Rightarrow$  **History Record**.
4. On the General tab, enter a name for the notification.
5. On the **Event** tab:
  1. Select the property, the action, and the value to monitor.  
History record notifications can monitor only the **Current job state** property.
  2. To define an additional event, click the plus sign ( ) to the right of any event. Events are combined with an **OR** so that a history record is written when any one of the events occurs.
  3. To delete an event, click the minus sign ( ) to the right of the event you want to delete.
6. On the **Conditions** tab:
  1. Select the property and the value that must be satisfied before any history record is recorded.
  2. To define an additional condition, click the plus sign ( ) to the right of any condition.  
Select **Any**, **All**, or **Custom** to specify how the conditions are combined.
  3. To delete a condition, click the minus sign ( ) to the right of the condition you want to delete.
7. Click **OK**.

Parent topic: [Setting up the Archive feature](#)