

## How to Use the Change Log

Whenever a user creates, edits or removes data in Views, this is recorded in the Change Log. Administrators can review their account log to see which users have made changes and when these have happened. To access the Change Log:

- Hover over **My Account** and select **Administration**
- Select **Change Log** from the Data Management section on the left-hand side
- From the sub-menu on the left, choose the area of the system that you wish to view changes for. For example, select 'Questionnaires' if you wish to view changes in this area of the system. The 'Overview' section will provide a table of changes in all areas

A table will be displayed with a row for every change made in this area of the system. To filter the table to specific types of action or a particular time period:

- Click on **Filters** at the top of the screen
- Select a type of action and/or a Start and End date
- Click **Search**

The table will be filtered to the selected criteria. To download this table as a .CSV file:

- Click on **Actions** and select **Export**