

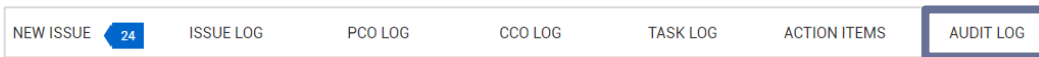
QUICK GUIDE

AUDIT LOG



NAVIGATING THE AUDIT LOG

- The Audit Log captures all changes made to the Main Issue, Issues, Project Settings, Potential Change Orders, and Client Change Orders.
- Access the Audit log from the Change register.



- The Change ID and Name columns contain hyperlinks that if clicked will open the issue/change order for your review.

Audit actio...	Audit type	Change ID	Name	Action
286144	CCO	S1 - 006	POI Tony's Road	Auto Save
286144	CCO	S1 - 006	POI Tony's Road	Manual Save
286144	CCO	S1 - 006	POI Tony's Road	Manual Save
286144	CCO	S1 - 006	POI Tony's Road	Manual Save
286144	PCO	PCO 032	Tony's Road - S1	Auto Save
286144	Issue	58	Tony's Road - S1	Auto Save
286143	CCO	S1 - 006	POI Tony's Road	Add Document
286143	CCO	S1 - 006	POI Tony's Road	Auto Save

- The Log shows the Value Before and Value After the change.

Value before	Value after
	01/05/2022
New	Executed
	N/A
	\$64.00
CCO	Executed
CCO	Executed
	Executed CO
	08/30/2021

- The Log also displays who made the changes and when.

Changed by	Changed date
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM
Victoria Krohn	01/05/2022 03:14 PM

- Each column can be filtered as needed to locate information regarding any change that is made in the register.

