

**Beginner – Logging**

**Logging**

The Logging module is where you can view audit trail information, i.e. a log of data

changes in your project. You can view and reconstruct a history of record creations,

updates and deletions and review the activity of your project’s users.

This will list the date and time and user or survey respondent who made changes made to the project.

This includes data exports, data changes and the creating or deletion of users.

Table

Description automatically generated

Note: It does not give you the details of the changes made.

* Note the different filter options to help you narrow the scope of log records included in the view

* You may Download the entire logging record, just be aware that this may take some time for large or very active projects.