

## fields & Records: (Log)

- ① Doc name
- ② upload Date & time / update D&T
- ③ By username
- ④ update status
- ⑤ updated time
- ⑥ kind of change, like what did?
- ⑦ Reason for change (opt.)

## Options & Actionables

- ① Rename / Edit
- ② View
- ③ Download
- ④ View log