Record Change Auditing

Record Change Audit Policies define what changes are tracked on Records; auditing can be enabled on Fields and Relationships.

To configure an audit policy:

1. Navigate to the **Administration** landing page.
2. In the Left Navigation Area, select **Audit**. The Audit expands to display list.
3. Select **Record Change Policies** (existing Record Change Policies display)
4. Select **+NEW** (Record Change Audit Policy form displays)
5. Complete the necessary information, e.g. **Name**, **Object to trigger on**, **Fields to Audit** (or, **Relationship to Audit**).
6. Select **Save**

Notes:

- Multiple fields or relationships can be defined in one audit policy
- Multiple policies can be defined on the same object. However, it may lead to multiple audit log entries
- If an audit log has more than 10,000 characters , then it is truncated and added to the next line.