

Record Audit Log

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The record audit log allows administrators to look back at changes that have been made. This is useful when a problem has occurred, or a record of important events needs to be kept, such as when a record is deleted.

Audit log is not intended to record all activity in ReadiNow. For example, it does not track whether a record is being viewed by any user. Rather, it is intended to record the data changes for a field or relationship, given the field or relationship is configured in [Record Auditing Policies](#)

Only an Administrator has the permissions to view the audit log report in Administration application

Non-administrator users can view audit log on target record if they have been granted access.

To view the audit log:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Audit**. The Audit expands to display list.
4. Select **Audit Log**. The Audit Log displays.

There are no records on the report unless [Record Auditing Policies](#) are enabled for an object and the audited activities have taken place since the auditing was enabled.

For archiving of record audit logs, see [Retention Policies](#) settings.