

## 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.

**Logging** [Download entire logging record to Microsoft Excel \(CSV\)](#)

This module lists all changes made to this project, including data exports, data changes, and the creation or deletion of users.

Filter by event: All event types (excluding page views) ▼

Filter by user name: All users ▼

Filter by record: All records ▼

Displaying events (by most recent): 1 - 28 ▼

Time / Date	Username	Action	List of Data Changes OR Fields Exported
04/26/2015 2:38pm	jahoitenga	Created Record 2	visit_date = '2015-04-27', daily_medication_list = 'Tylenol', email_address = 'wcteachout@cmh.edu', county(3) = checked, diabetes_indicator = '0', diabetes_tf = '0', participant_signature = '16975', signed_consent_form = '16976', demographics_complete = '2', record_id = '2'
04/26/2015 2:38pm	[survey respondent]	Created Response 1	visit_date = '2015-04-26', daily_medication_list = 'None', email_address = 'jahoitenga@cmh.edu', county(1) = checked, diabetes_indicator = '0', diabetes_tf = '0', participant_signature = '16973', signed_consent_form = '16974', record_id = '1', demographics_complete = '2'
04/26/2015 2:37pm	jahoitenga	Manage/Design	Set up survey
04/26/2015 2:36pm	jahoitenga	Manage/Design	Modify project settings
04/26/2015 2:29pm	jahoitenga	Manage/Design	Modify project settings
04/26/2015 1:26pm	jahoitenga	Manage/Design	Modify project settings
04/25/2015 1:47pm	jahoitenga	Manage/Design	Create project field
04/25/2015 1:45pm	jahoitenga	Manage/Design	Reorder project fields
04/25/2015 1:45pm	jahoitenga	Manage/Design	Create project field
04/25/2015 1:23pm	jahoitenga	Manage/Design	Create project field
04/25/2015 1:21pm	jahoitenga	Manage/Design	Create project field
04/25/2015 1:12pm	jahoitenga	Manage/Design	Edit project field

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.