How to View and Search Audit of Change

Resident Care Plans · https://cclearninghub.co.uk/docs/how-to-view-and-search-audit-of-change/

How to View and Search Audit of Change

This guide explains how to use the Audit of Change feature to review historical changes

Takes 1 minute

For: Managers

Updated: 19th June 2026

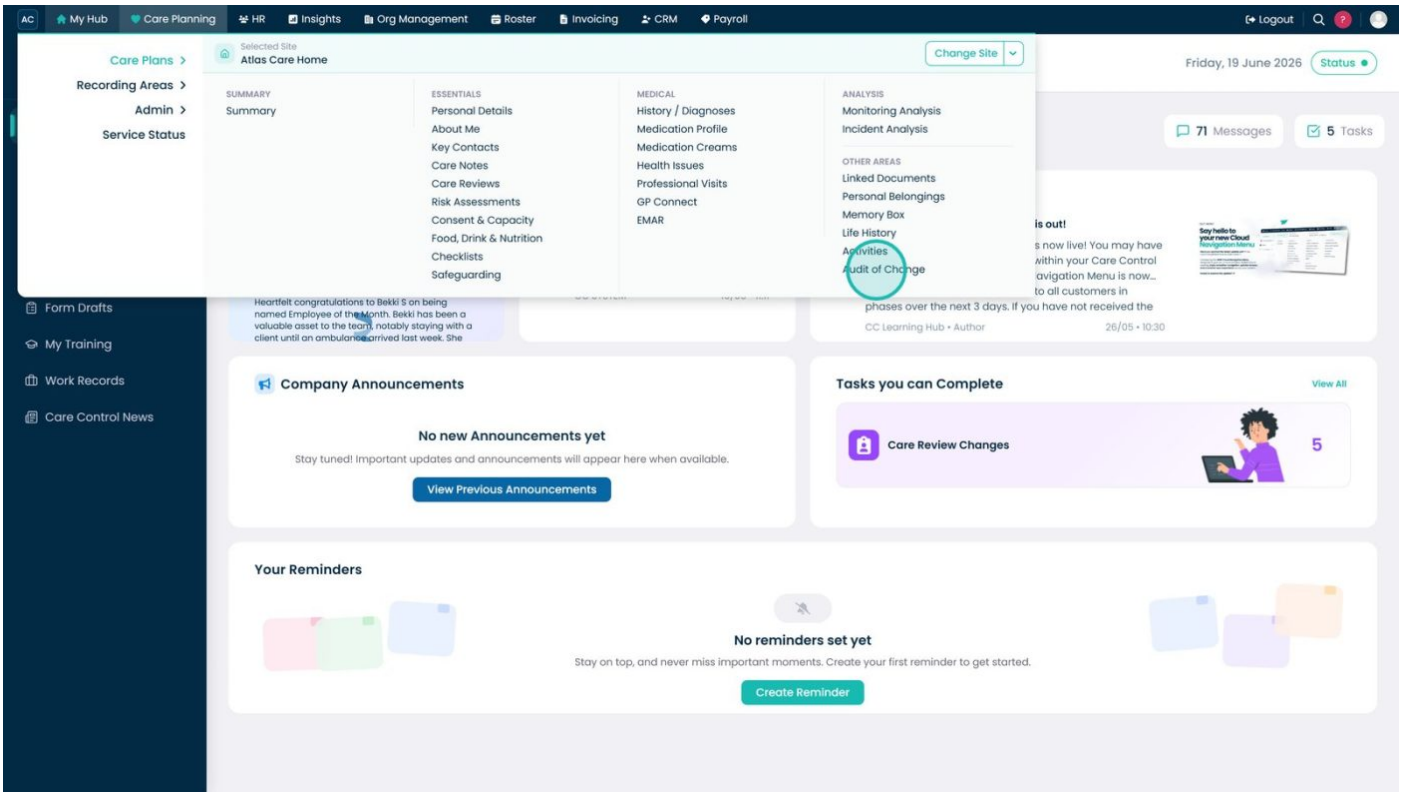
Introduction

The Audit of Change area provides a complete history of changes made to a resident's records. This allows you to review updates, monitor activity, and maintain compliance by tracking who made changes and when they occurred.

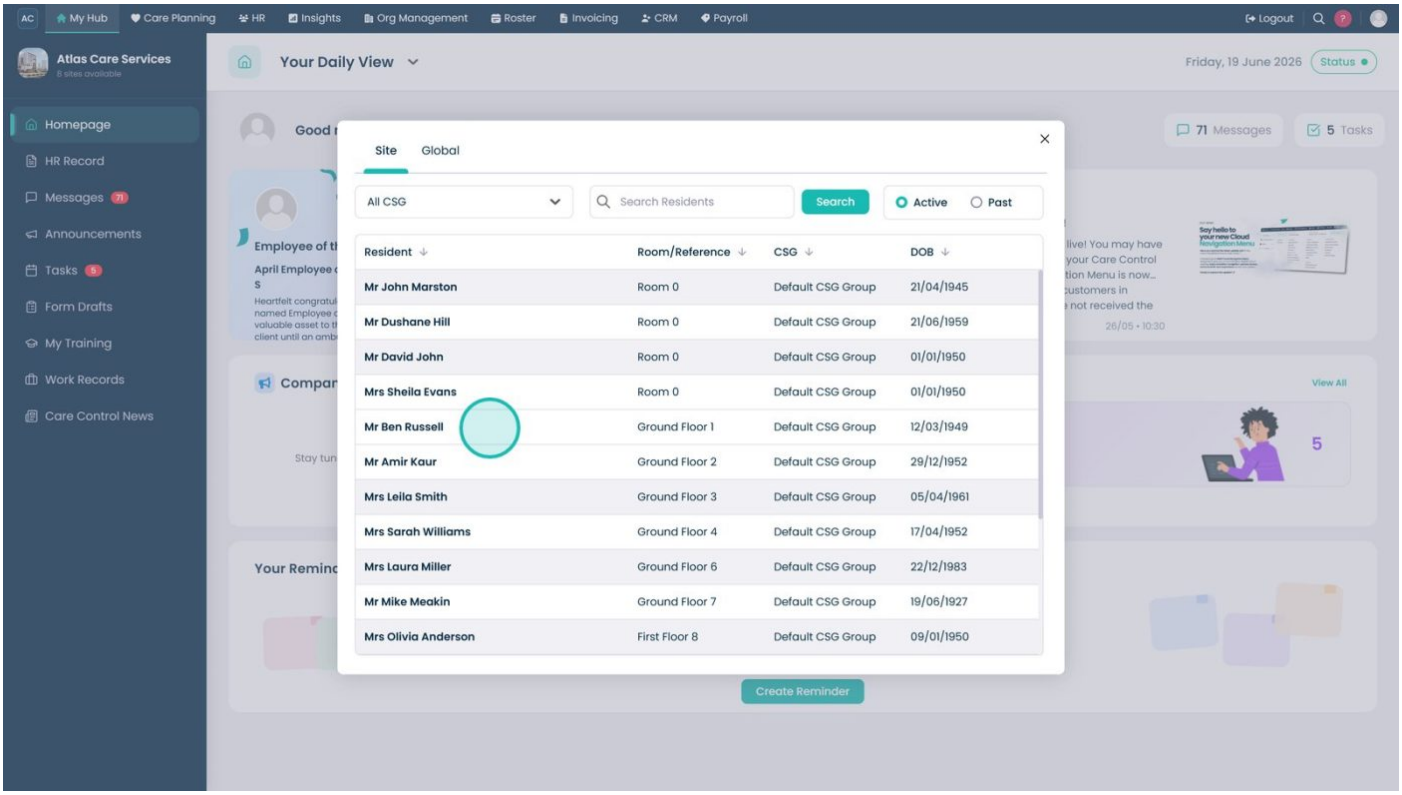
In this guide you'll learn how to:

- Access resident audit records
- Filter audit history by date range
- Search for specific changes
- Review detailed audit information

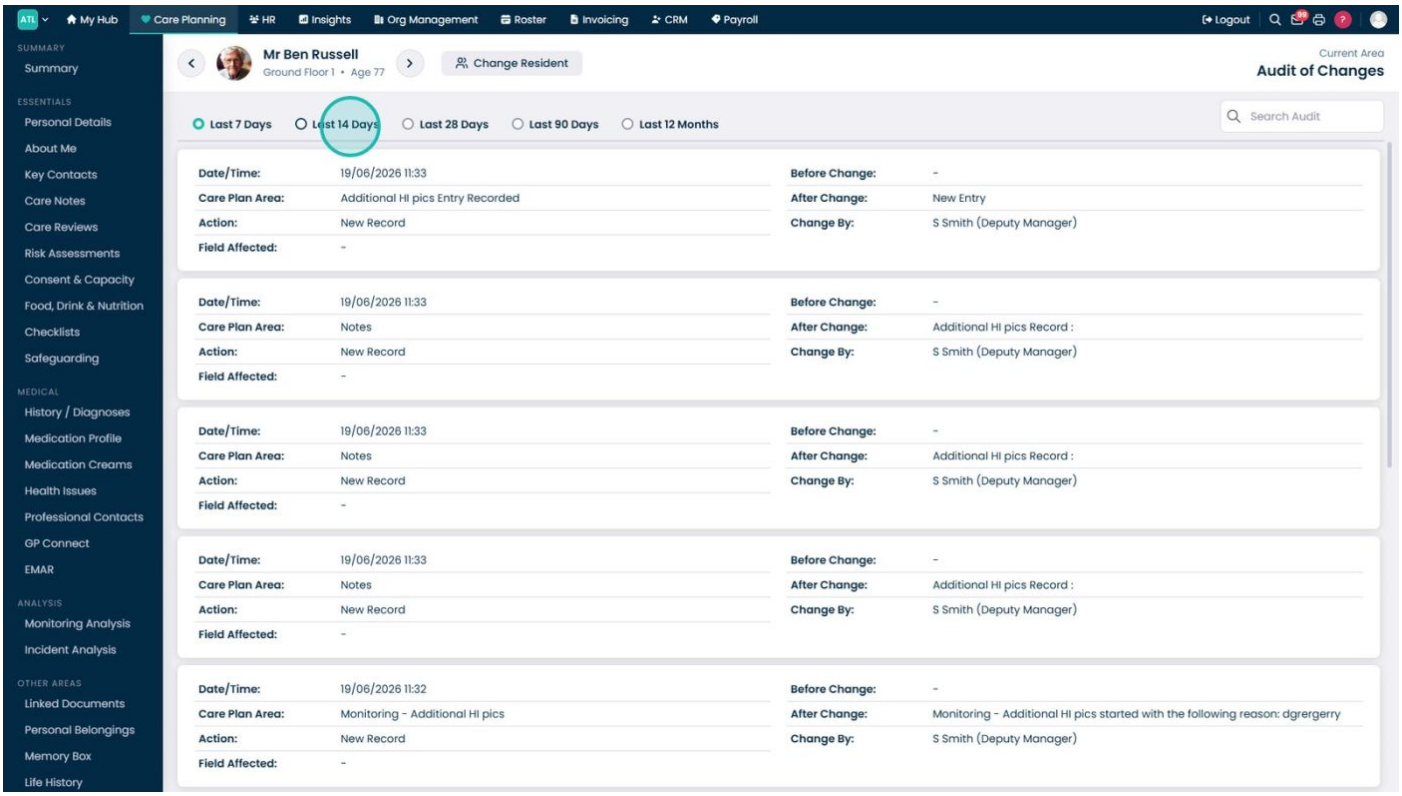
Open Audit of Change from the Care Plans menu under Other Areas.



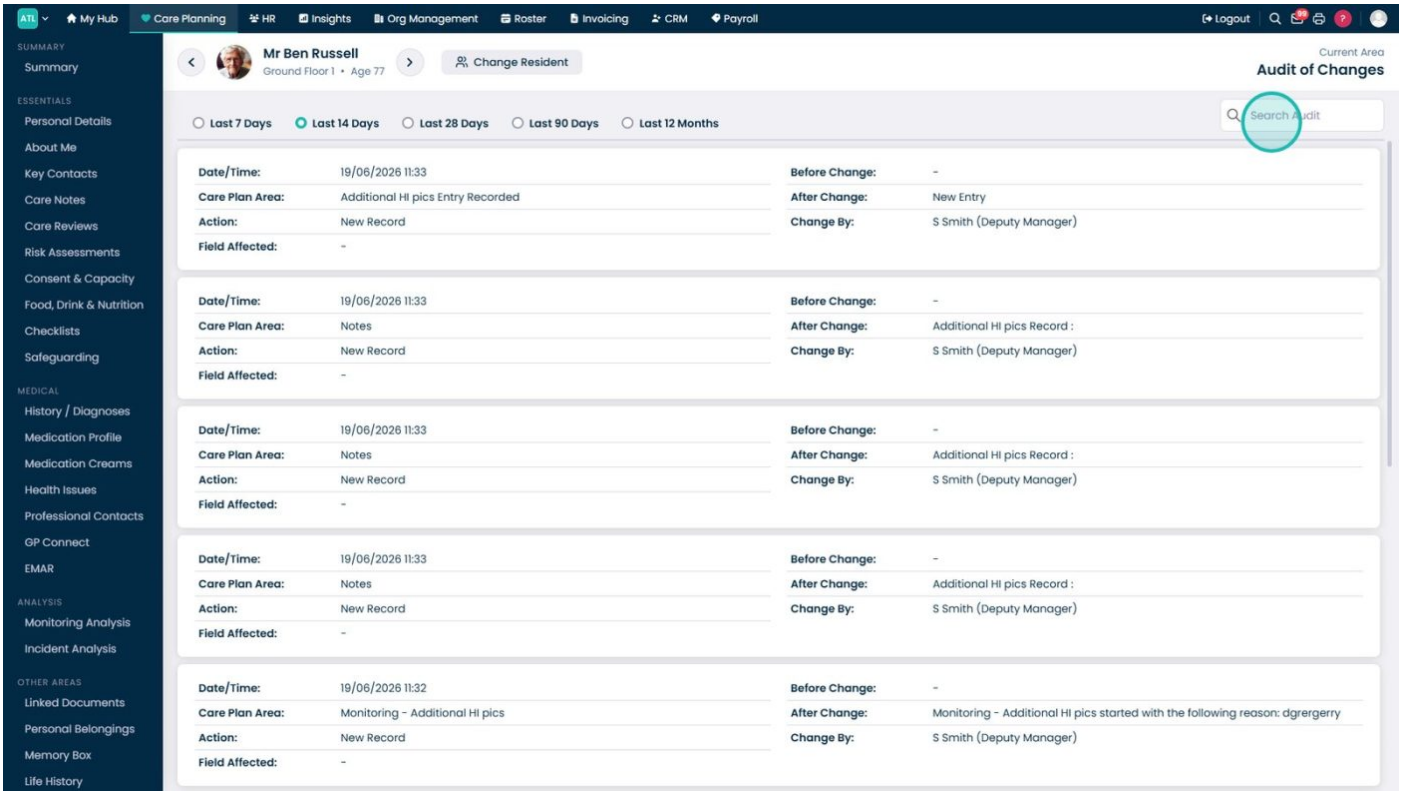
Select the resident whose audit history you want to review.



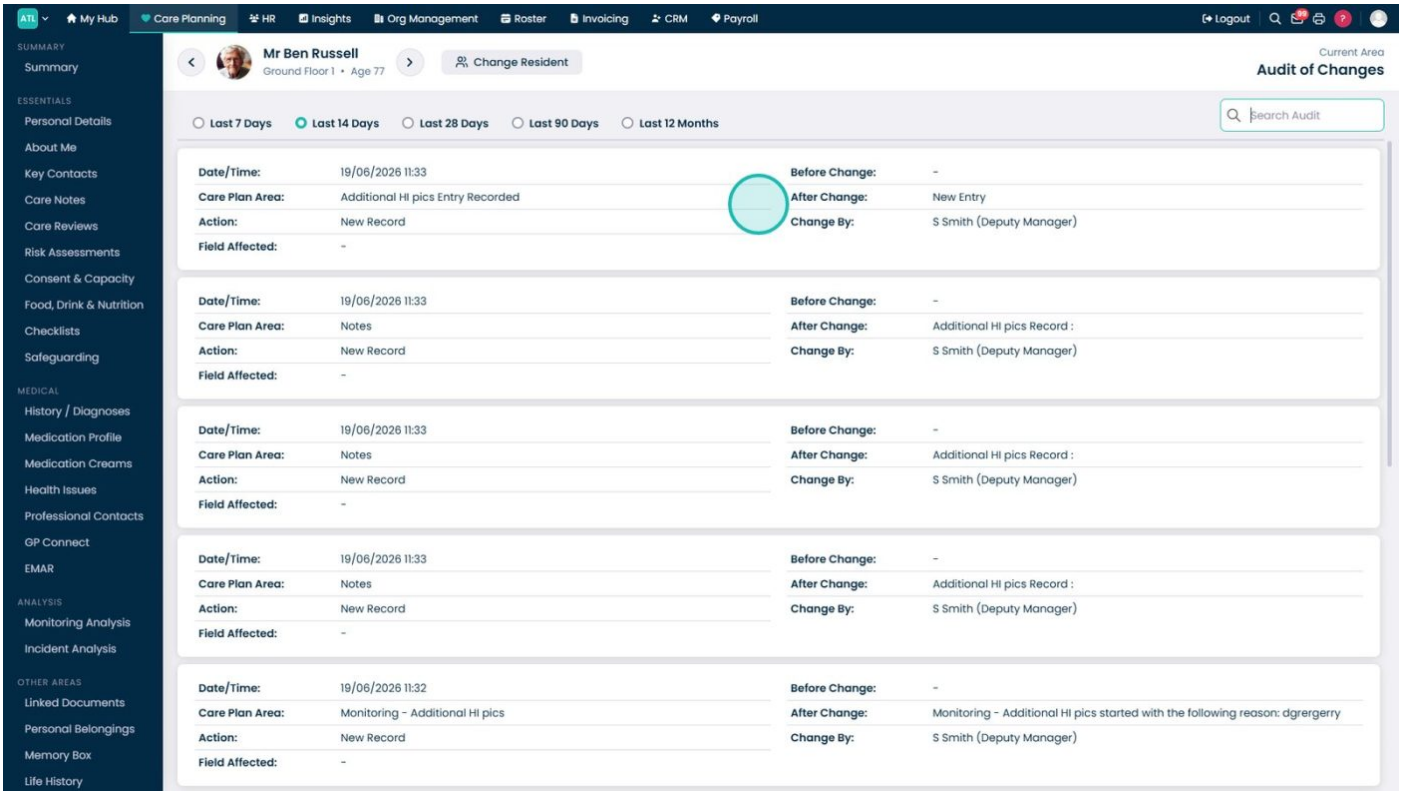
Use the date filter to review changes from a specific time period.



Use the Search Audit box to find specific records or changes.



Review the audit entries to see what changes were made, when they occurred, and who made them.



Top tip

Use the search box alongside the date filter to quickly locate specific changes without reviewing the entire audit history.

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