How to View Data Audit Trails

Data · https://cclearninghub.co.uk/docs/how-to-view-data-audit-trails/

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Kieran Worth

This guide will walk you through how to view Audit Trails within the **Data** section of the **Organisational Management** app. Audit Trails are a powerful tool that provide a transparent record of all key data movements across your sites, what was changed, when, and by whom.

With this feature, you'll be able to easily track when data has been moved, copied, or merged, along with the source and destination of each action. This not only helps with internal oversight and accountability but also supports regulatory compliance and auditing processes. Whether you're reviewing recent changes or investigating a specific event, Audit Trails offer a clear and accessible view of your organisation's data activity at all times.

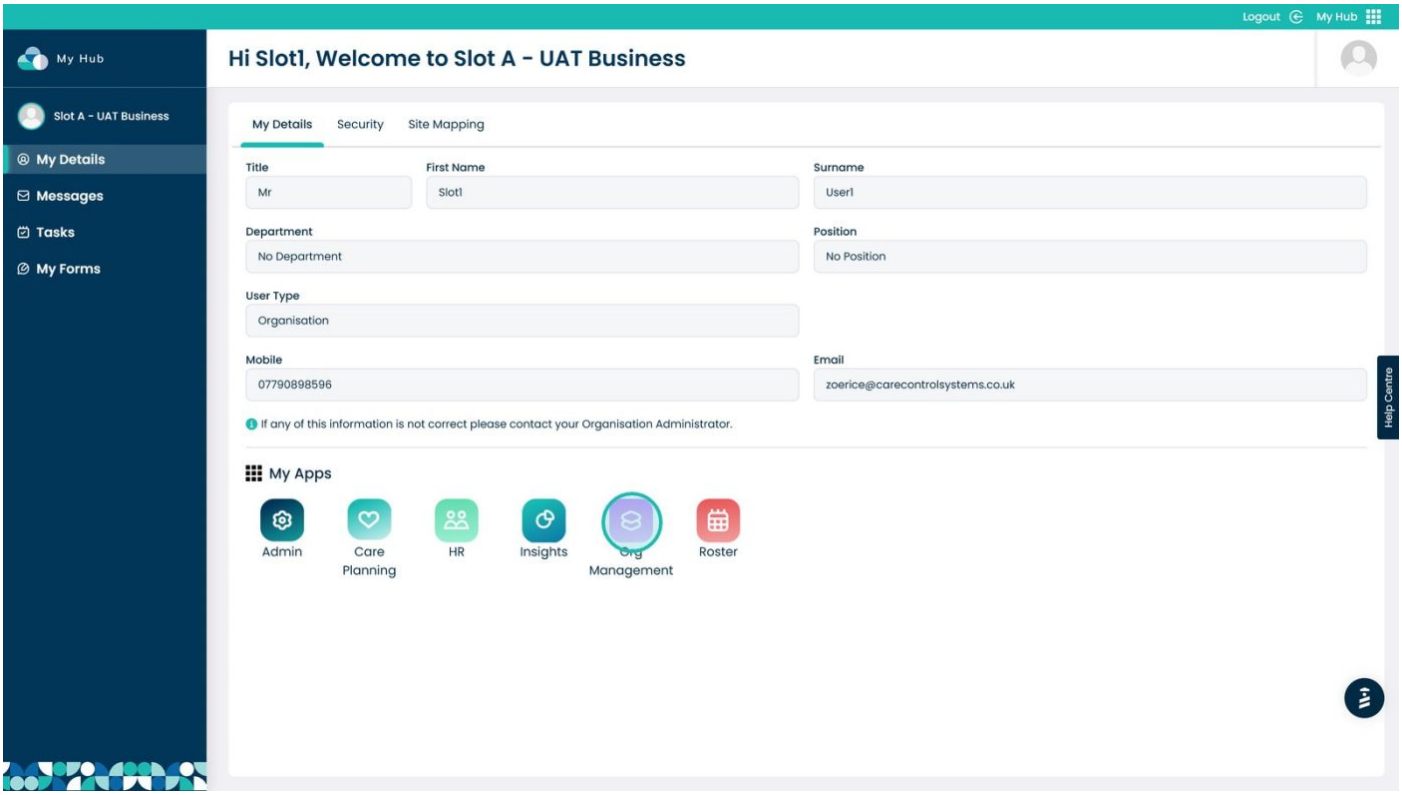
Interactive Guide

Embedded media:

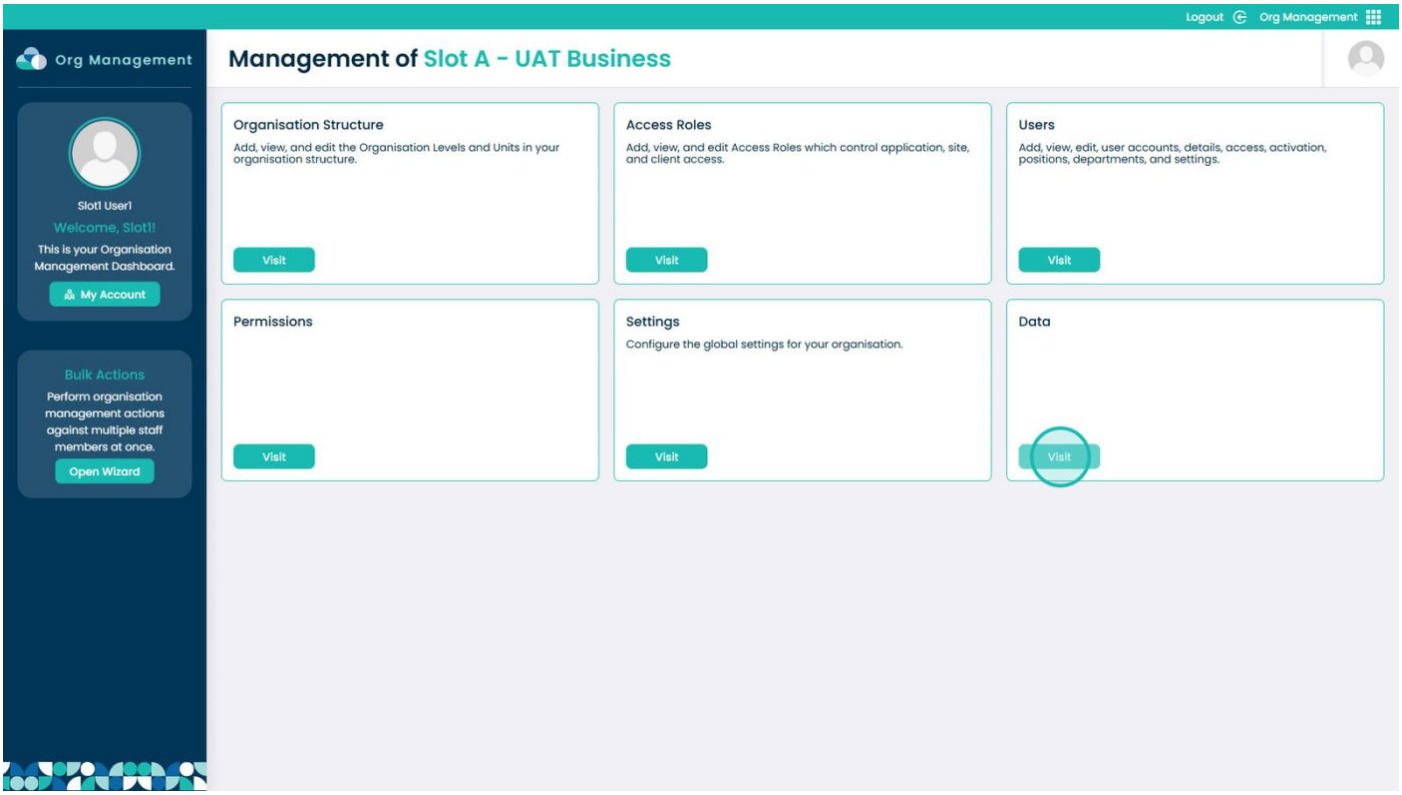
https://demo.arcade.software/4sAkyu7zFxuTk9QVoZO4?embed&embed_mobile=tab&embed_desktop=inline&show_copy_li

Text based guide

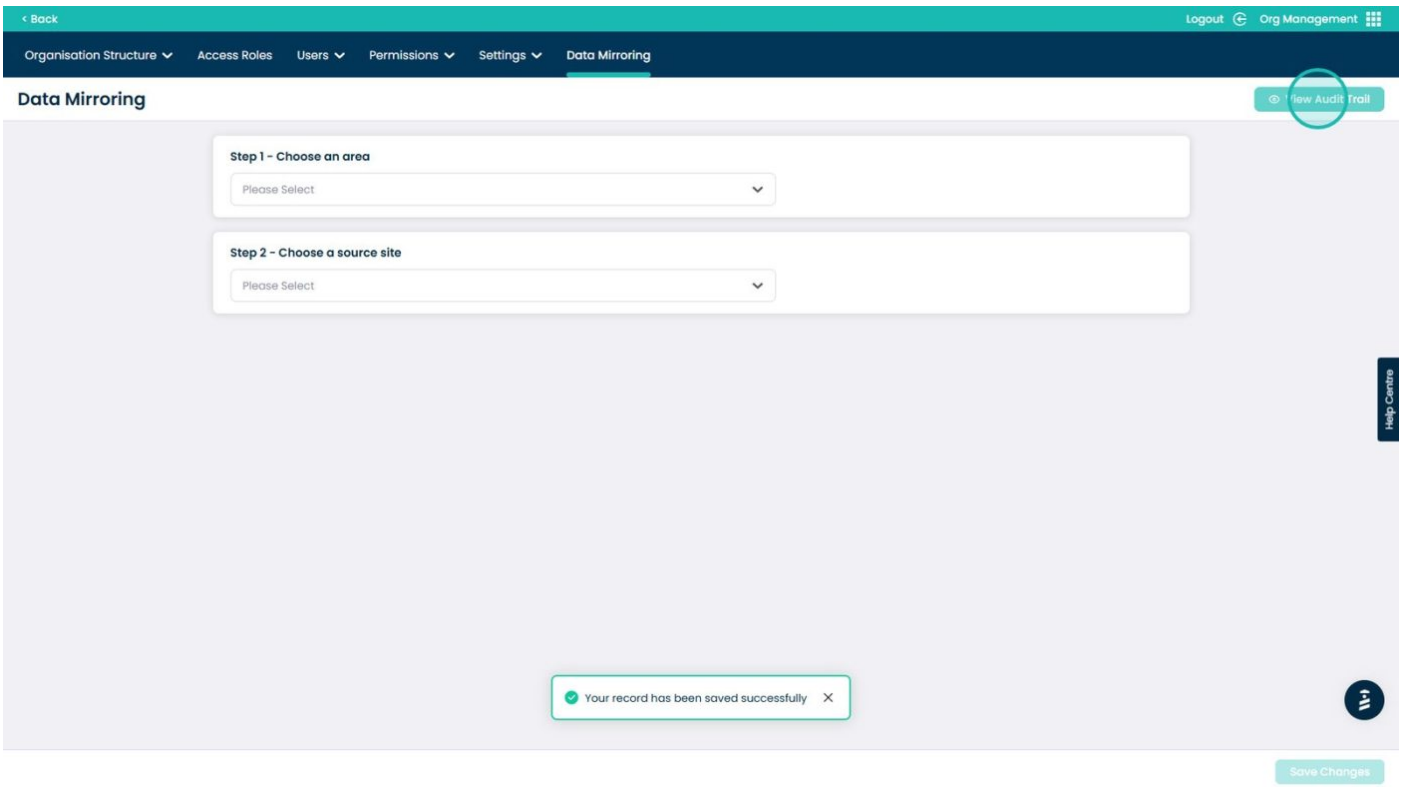
Open the Org Management App



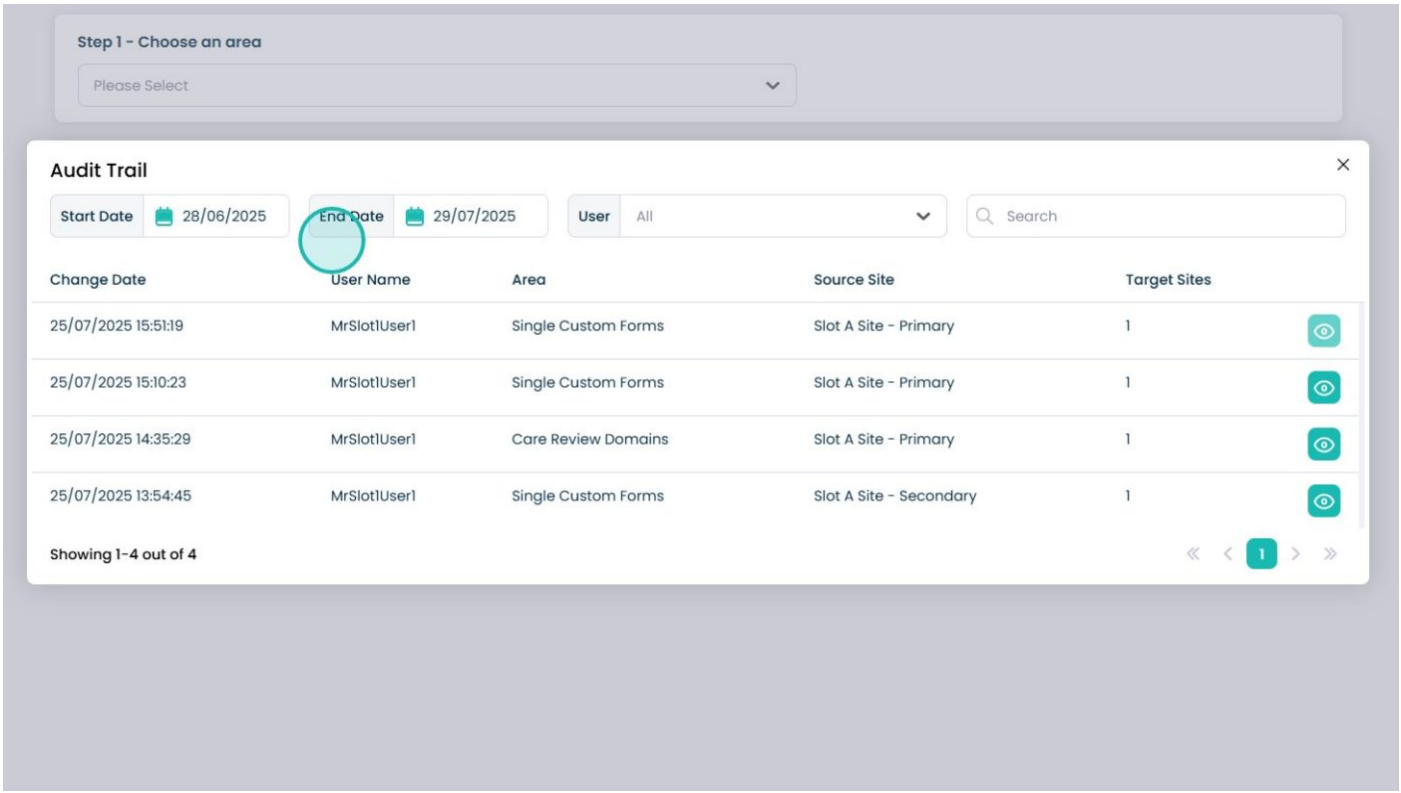
Select to Visit on the Data area



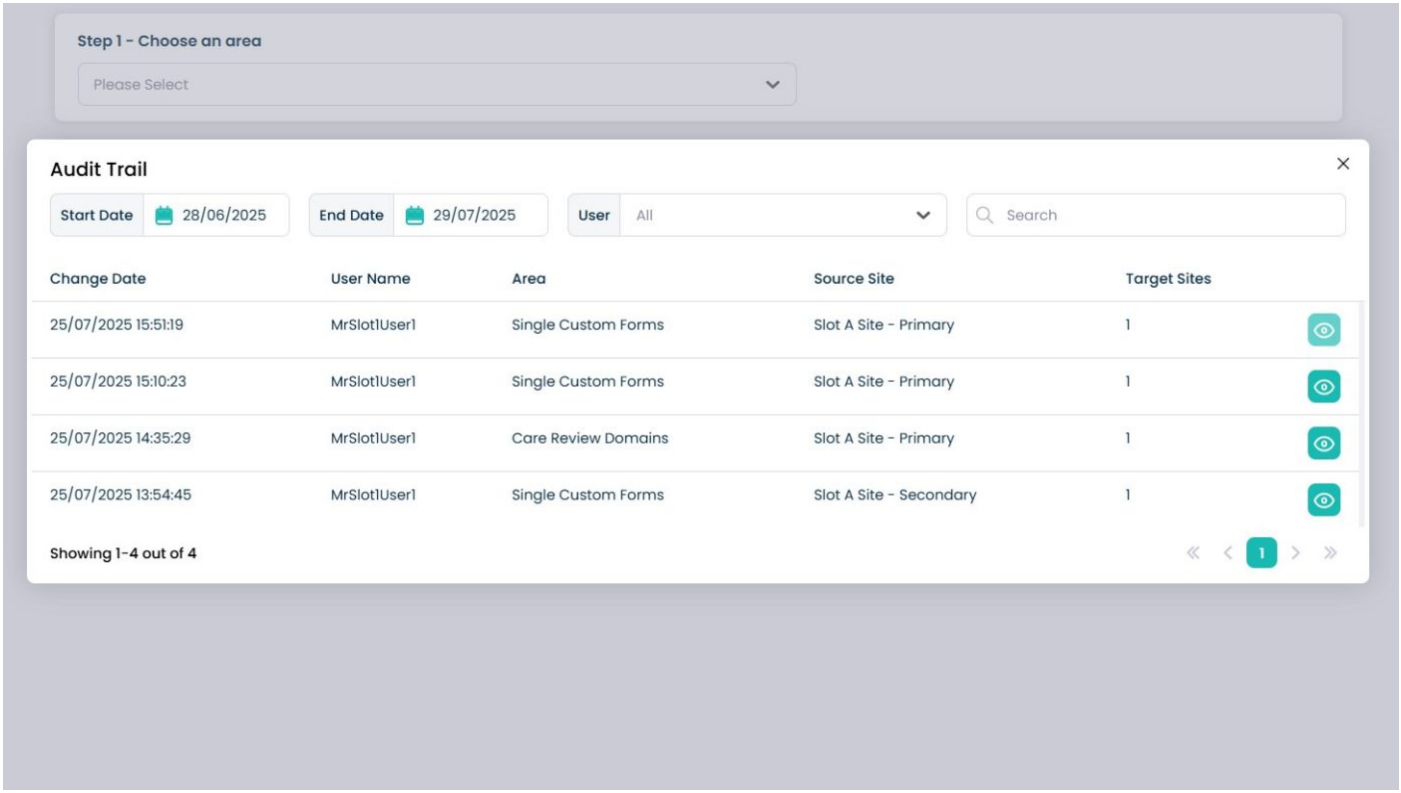
Click to View Audit Trails



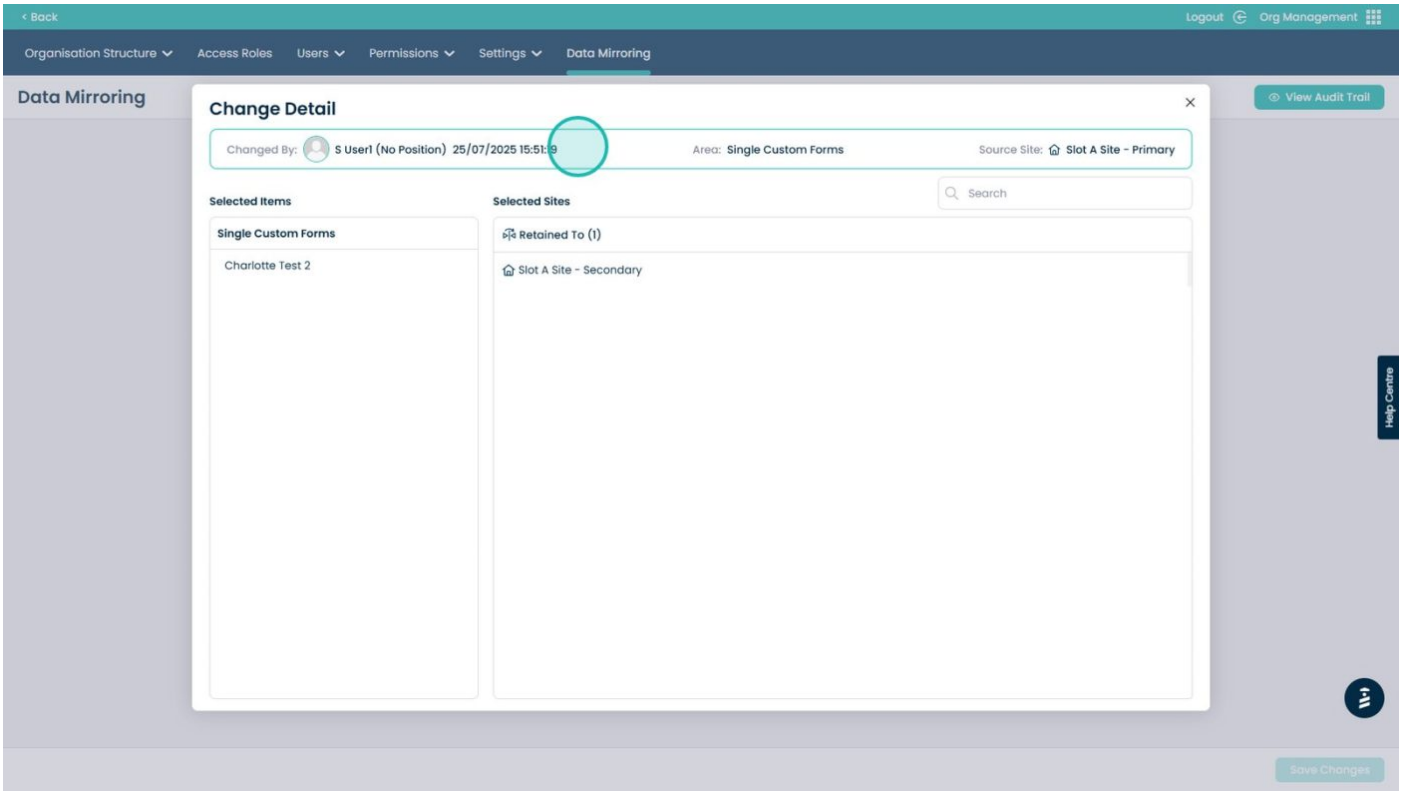
You can filter the Audit Trail by Date, User and by searching



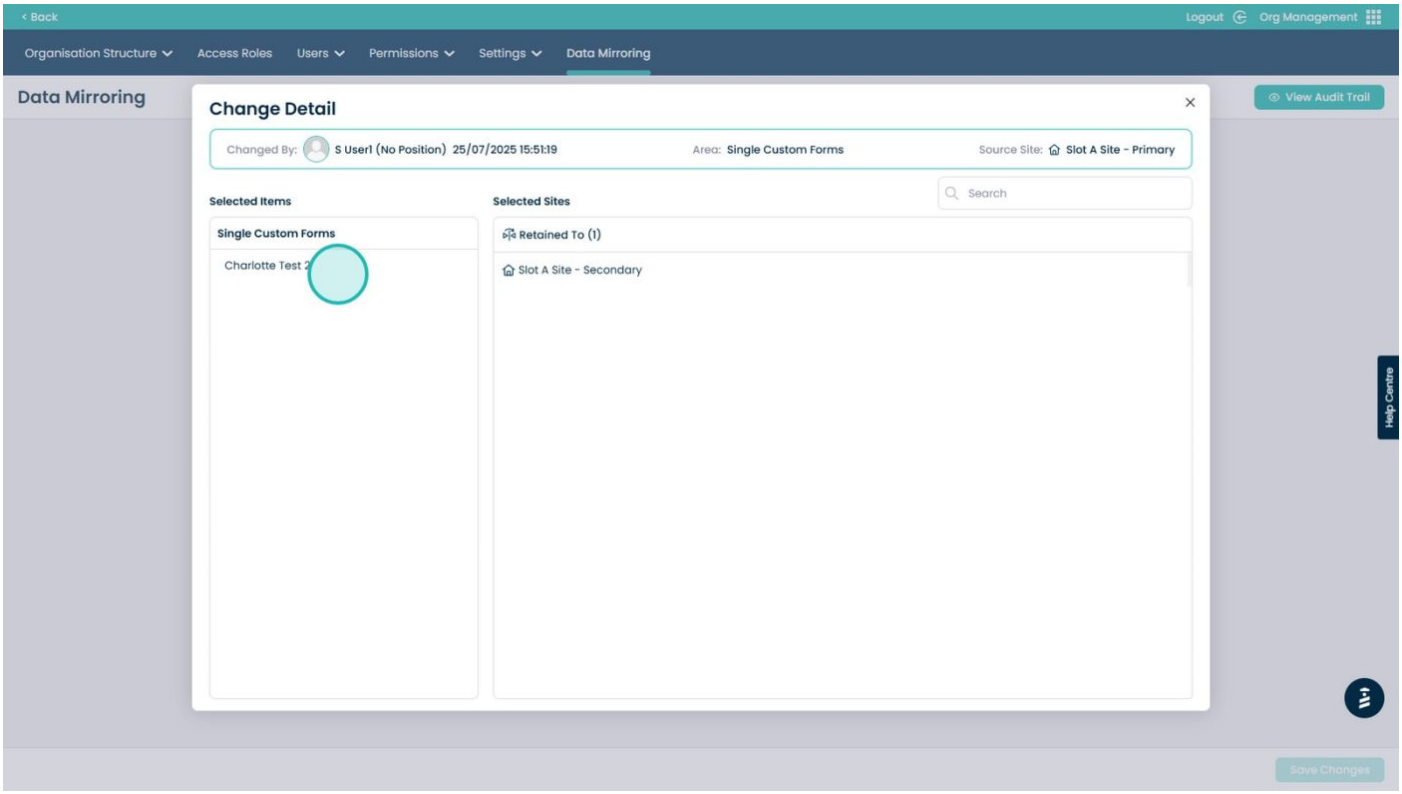
Click the Eye icon to view the full details of the audit



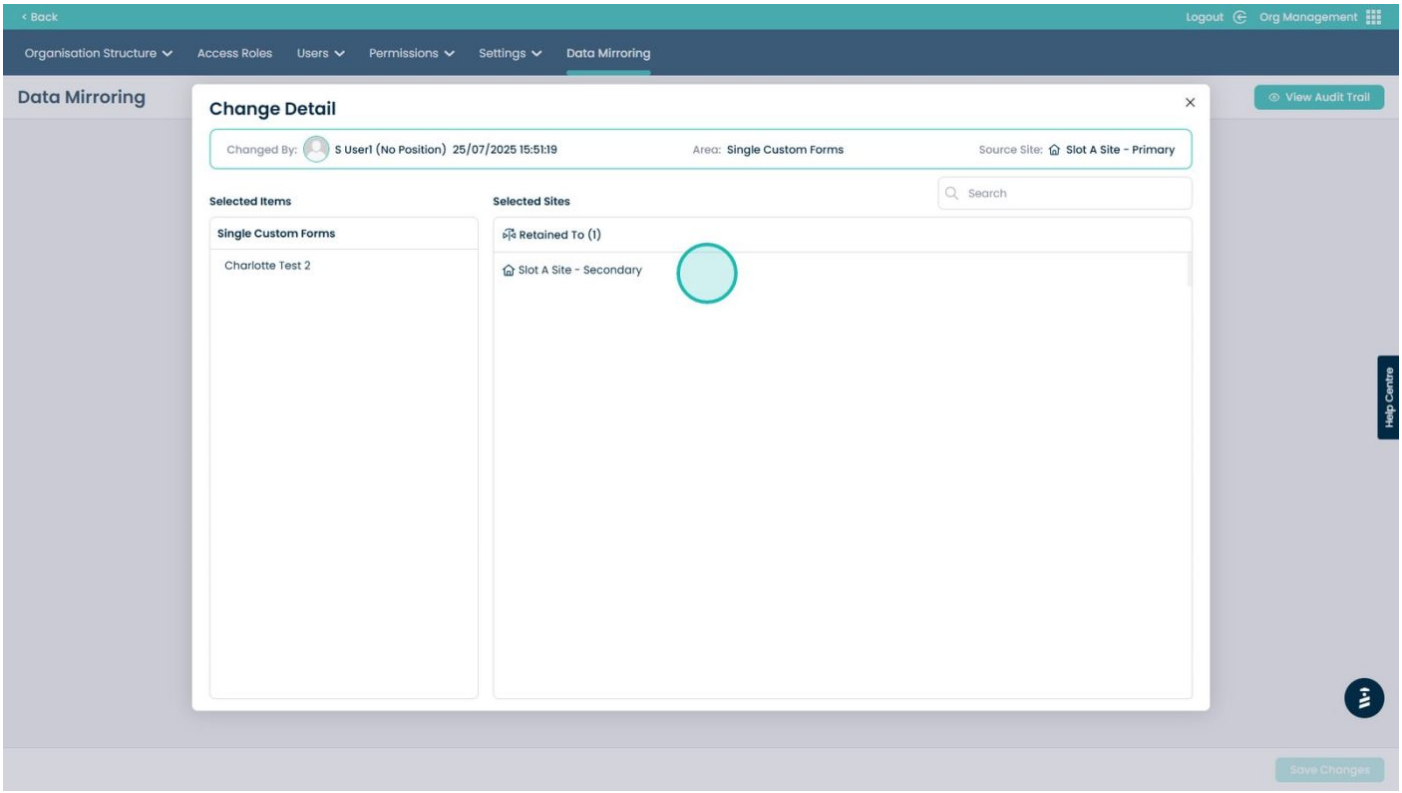
This page will display who the item was changed by, what area it was within and what source site the data came from



The area on the left will show what Single Custom Forms or Care Review Domains were chosen



The area on the right will show what sites the data was transferred to



Was it helpful ?

- Happy
- Normal
- Sad

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