

## Do you know ...

The **Form Changes Audit Trail** feature lets you track changes to form data entries?

- Shows the original state of the information that was changed.
- Shows when it was changed, who changed it, and what it was changed to.
- The “Show History” button in the preview window provides a printable report of the changes made.

The Form Changes Audit Trail feature is an essential accountability tool that ensures the integrity of modified form data.

LB & Co		12/15/2023 12:08 PM
Page: Vehicle Utilization Log		
Field	Changed from	Changed to
DRIVER	Edith Bunk	Edith Hill
SIGNATURE OF DRIVER	New entry	{ "Id": "32497467394", "Notes": null }
Reviewed	New entry	No

  

LB & Co		12/15/2023 12:08 PM
Page: Vehicle Utilization Log		
Field	Changed from	Changed to
SIGNATURE OF DRIVER	{ "Id": "32497467392", "Notes": null }	Deleted

  

LB & Co		12/15/2023 12:06 PM
Page: Vehicle Utilization Log		
Field	Changed from	Changed to
DEPARTMENT	New entry	DHS
VEHICLE NUMBER	New entry	DSG459
DRIVER	New entry	Edith Bunk