

To access the Audit Log, click the **i** (Information) icon, top-left of the Page View



The **Page Information** pop-up window displays:

Click on the **Audit Log** tab

The following details display within the Audit Log:

Time	Action	User
02/08/2024 16:12	View Page	Clerical Trainee1
02/08/2024 14:13	View Page	Clerical Trainee1
29/07/2024 17:59	View Page	Clerical Trainee1
29/07/2024 17:58	View Page	Clerical Trainee1
29/07/2024 17:57	View Page	Clerical Trainee1
29/07/2024 17:57	View Page	Clerical Trainee1
25/07/2024 13:00	View Page	Clinical Trainee1

- Time – Date/Time the page was accessed
- Action – e.g. View Page
- User – Name of the user

chronologically with most recent access at the top.

Click the **Close** button to return to the Page View below