

How do I see a log of changes made to a member record?

Last Modified on 09/11/2023 12:26 pm AEDT

Admins have the ability to see a log of specific changes that were made within a member record.

Click the drop down arrow against **Members** and select **List Members**.



Find the member's record and click on the magnifying glass to open it.

					Showing Family Name Including	Season		Age Group		Club S	Status:	Mei	mber Type		Gender
						2021	•	-All Ag	e 🔻	Act	ive *		.11	*	All Genders *
	Active in Association	Legal Firstname	Family name	Date of Birth	Different Identity	Gender Identity		i.	Assigned Gend	ler	Club #			Active in	Club
đ	\blacksquare	Cecilia	Anderson	11/09/2002					Female		23			≤	
	\blacksquare	Aidan	Branch	10/05/2001					Male					≤	
	\square	Lane	Caldwell	07/08/1972					Male					≤	
	\blacksquare	Olga	Gutierrez	27/10/1999					Male					≤	
	\blacksquare	Willa	Gutierrez	27/12/1986					Female					2	
	\square	Lana	Merritt	18/11/1976					Female					☑	
	\blacksquare	Austin	Ochoa	15/08/1971					Female					2	
	\square	Autumn	Stevens	25/11/1975					Female					☑	
	5	Alexander	Wilkinson	20/06/2012					Female					≤	

NOTE: you can also use the Advanced Search to find the member.

Click on the cog in the right corner and select Audit Log.

					Switch to Current Layout 😝 🖨 🍘 🎓 🕐 🐥 🔯 🗛 😂				
		n). For more information <u>click here</u> .	Audit Log						
Cecilia Anderson	ı				Mark as Duplicate Member Cards				
	Member Summary Edit		Contact Details Edit		Registered				
\cap	Assigned Gender at Birth:	Female	Email:	namufyxaj@mailinator.com	Registered in Current Season: 2021 as				
U	Date of Birth:	11/09/2002			Player				

The audit log will show you the details of updates that have been made to the member record.

Audit Log

Date	Username	Section	Туре	Field	Old Value
19/03/2022 00:57	Theo Dryden	Transactions	Confirmed Payment		
19/03/2022 00:33	Theo Dryden	Transactions	Add	status	
19/03/2022 00:33	Theo Dryden	Transactions	Add	status	
19/03/2022 00:32	Theo Dryden	Transactions	Add	status	
18/03/2022 23:32	Theo Dryden	Transactions	Confirmed Payment		
14/03/2022 22:03	Theo Dryden	Transactions	Add	status	
14/03/2022 22:01	Theo Dryden	Transaction	Delete		
14/03/2022 22:01	Theo Dryden	Transactions	Add	status	