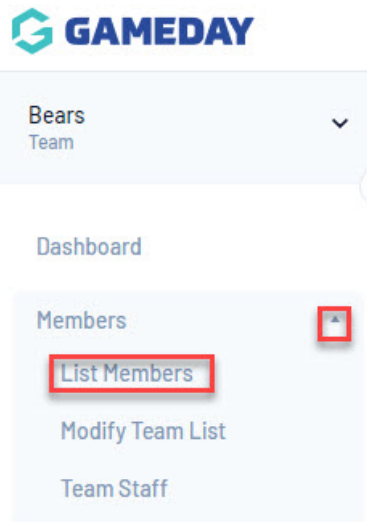# How do I see a log of changes made to a member record?

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**.
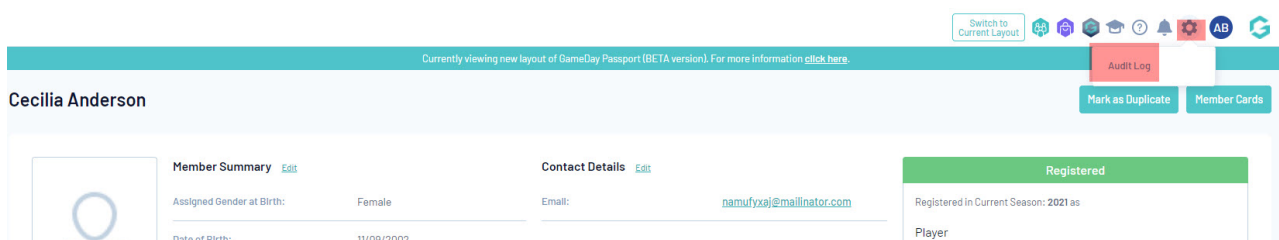

Find the member's record and click on the magnifying glass to open it.

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

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

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

Audit Log

Date	Username	Section	Type	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	