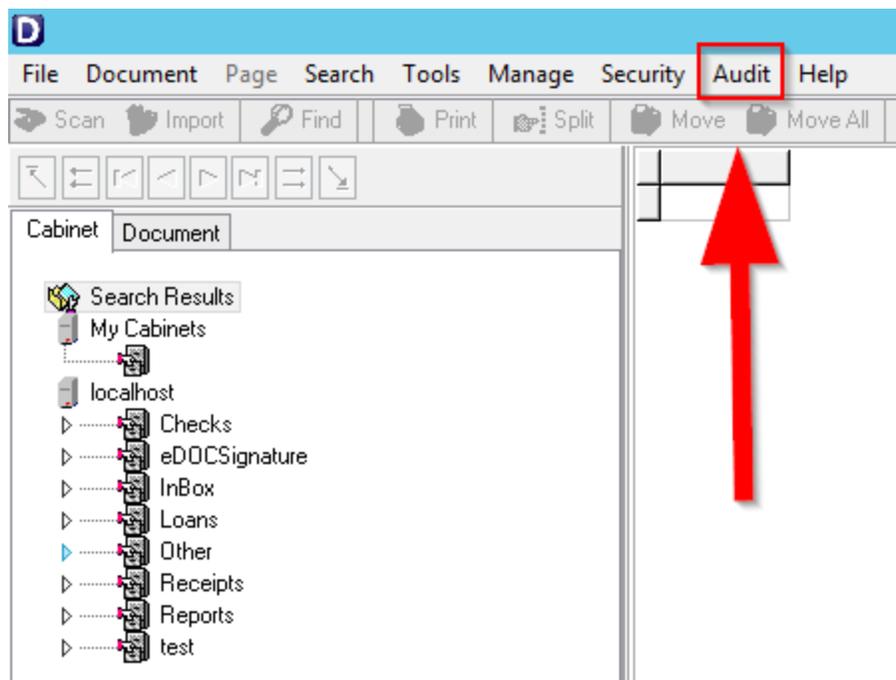


Tech Tip #51: 2020DOC Change Logs

****These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.****

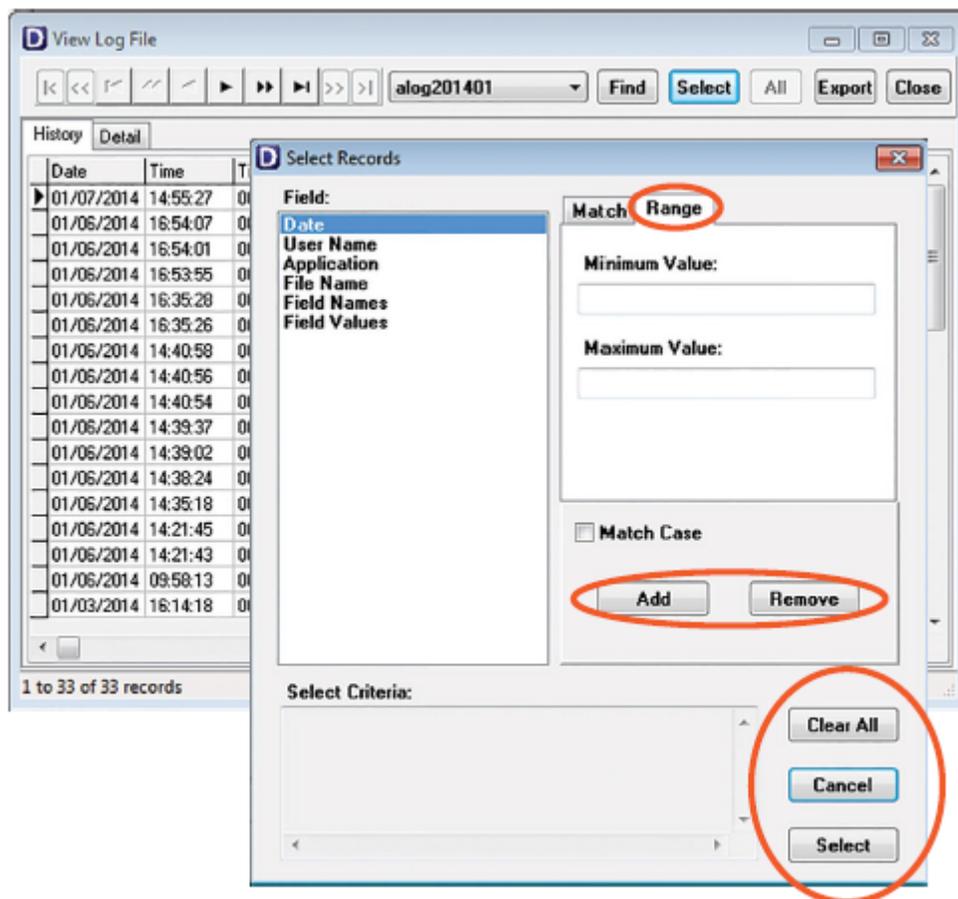
If your credit union uses 2020DOC to manage and/or make changes to stored documents, you may eventually find a mistake, have a document come up missing, or even accidentally delete something important. To help shed light on what happened, the **Change Log** has your back.

The Change Log resides under the **Audit** tab in 2020DOC. *You must have administrator privileges to access this option.*



Selecting **Audit** will display two options: **Access Logs** and **Change Logs**. These logs show details on who, how, and when the software was accessed or changed. In this tech tip, we are going to focus on **Change Logs**.

Opening the **Change Logs** page will list multiple months of changes made to stored documents. You can use the drop-down field in the top-right to select the month the change was made in, the **Find** option to search by Date, or the **Select** option to specify which fields you want to search in.

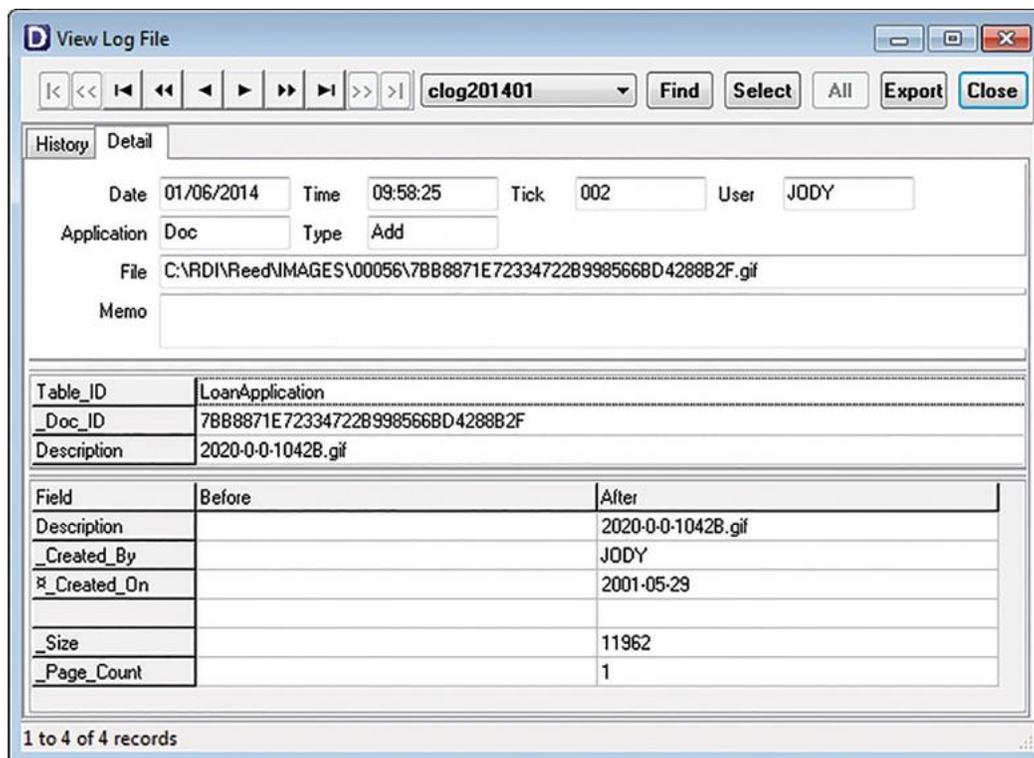


To track down the information needed, you will begin with one of the indexed fields listed at the top. The field you start with will depend on the information for which you are looking. For example, if a document was accidentally deleted, you could start by

searching with the **User** and **Type** fields (you can use the **User** field if you know who deleted the document, and **Type** is the action that was performed to the document).



If the document was changed by someone and now you cannot find it, you would again start with **User** and **Type** followed by the **Before** and **After** fields. These fields tell you what changes were made to the document by listing the document content before and after a change was made. You can click the **Details** tab to display information about the selected log.



For more information on Change Logs or more specific details about each button on this screen, please refer to the 2020DOC Admin Guide in the Client Center found under eLearning > mDTM-management > User Guides > 2020DOC Admin Guide.