

**AUDIT LOGS**

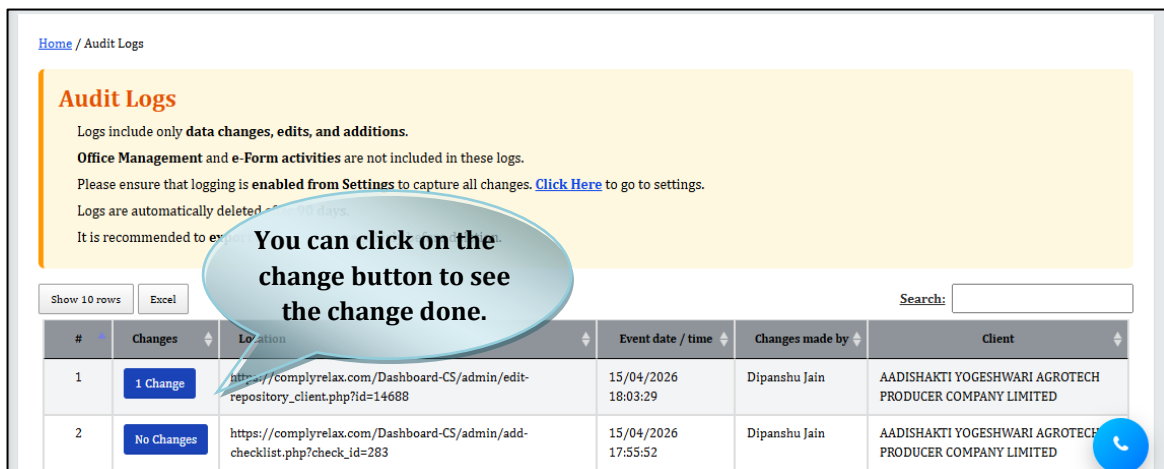
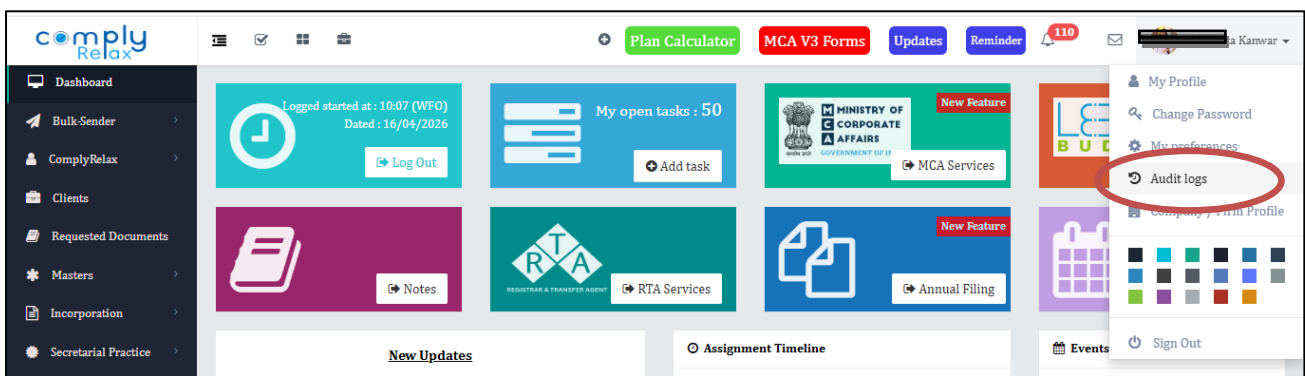
We have introduced a new Audit Log feature. You can enable this from the settings, after which the system will track and display all user activities, helping you monitor account usage effectively.

Please note the following:

- Logs include **only data changes, edits, and additions**.
- **Office Management** and **e-Form activities** are not included in these logs.
- Please ensure that logging is **enabled from Settings** to capture all changes.
- Logs are automatically deleted after **90 days**.
- It is recommended to **export and save logs regularly** before deletion.

**HOW TO ACCESS AUDIT LOGS:**

**DASHBOARD → CLICK ON YOUR NAME (TOP RIGHT CORNER) → AUDIT LOGS**



Please reach out to us if you need any assistance:

+91 99298 22200, Call & WhatsApp message both available, [complyrelax@gmail.com](mailto:complyrelax@gmail.com).

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