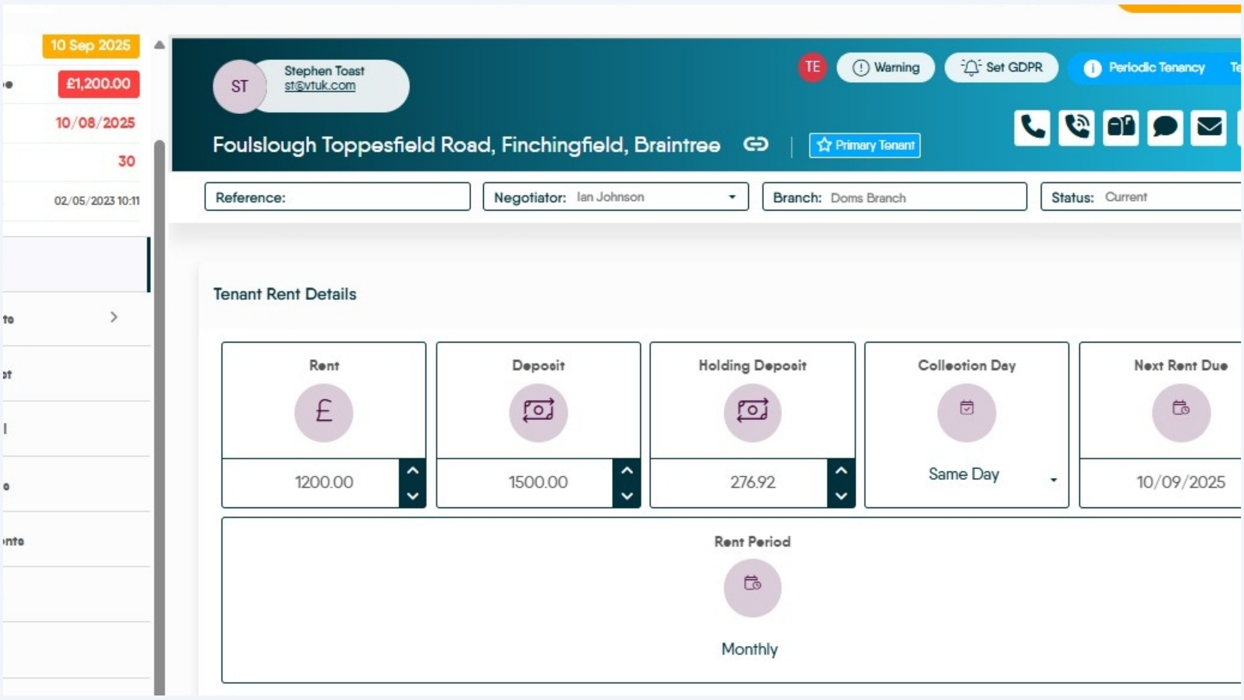
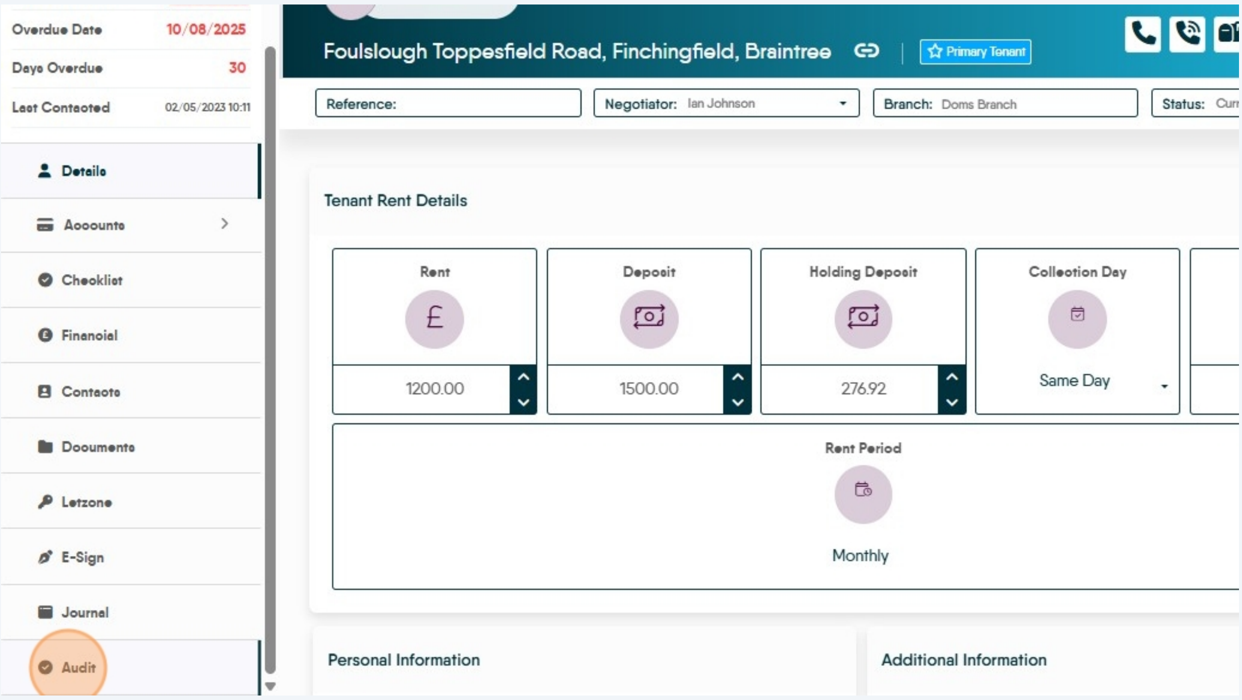
Checking who changed a record

This guide shows how to check changes made to records in the CRM system, ensuring transparency and accountability.

1 Navigate to the record you need to check (landlord/tenant/vendor/applicant/property)



2 Scroll to the bottom of the left-hand menu and click 'Audit'



3 Each change made will be date-stamped, and include who made the change.