

# 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)

10 Sep 2025  
£1,200.00  
10/08/2025  
30  
02/05/2023 10:11

Stephen Toast  
st@vruk.com

Foulslough Toppesfield Road, Finchingfield, Braintree

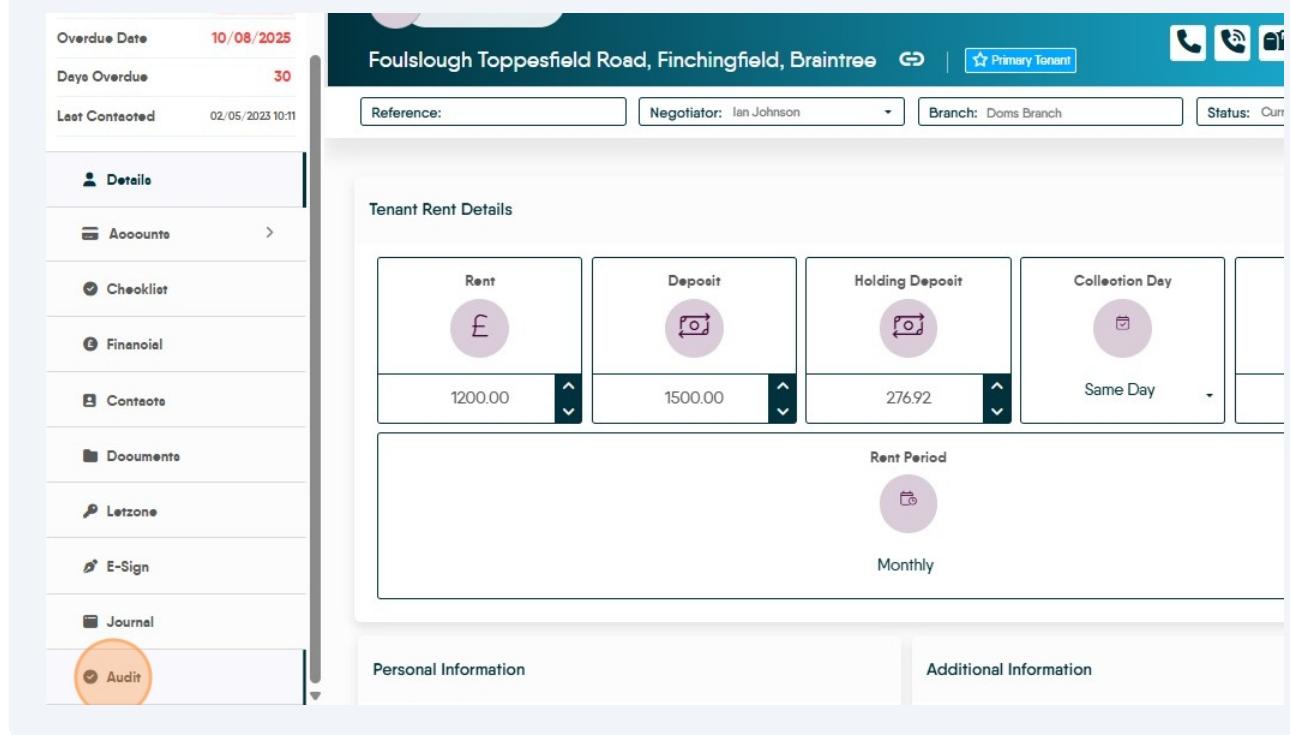
Primary Tenant

Reference: Negotiator: Ian Johnson Branch: Doms Branch Status: Current

Rent: £1,200.00  
Deposit: £1500.00  
Holding Deposit: £276.92  
Collection Day: Same Day  
Next Rent Due: 10/09/2025

Rent Period: Monthly

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



The screenshot shows a software interface for managing tenant details. On the left, a vertical menu lists various options: Details, Accounts, Checklist, Financial, Contacts, Documents, Letzone, E-Sign, Journal, and Audit. The 'Audit' option is highlighted with an orange circle. The main content area is titled 'Foulslough Toppesfield Road, Finchingfield, Braintree' and shows 'Primary Tenant' status. It includes fields for Reference, Negotiator (Ian Johnson), Branch (Doms Branch), and Status (Cur). Below this, the 'Tenant Rent Details' section is displayed, showing Rent, Deposit, Holding Deposit, and Collection Day values. A 'Rent Period' section indicates 'Monthly'. At the bottom, there are tabs for Personal Information and Additional Information.

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



15/05/2023 11:57:04	sync user	Next Rent Due	02/06/2023 00:00	10/05/2023 00:00
15/05/2023 11:57:04	sync user	Source		Advert
02/05/2023 10:08:57	Dom Wingfield	Salutation		Toast