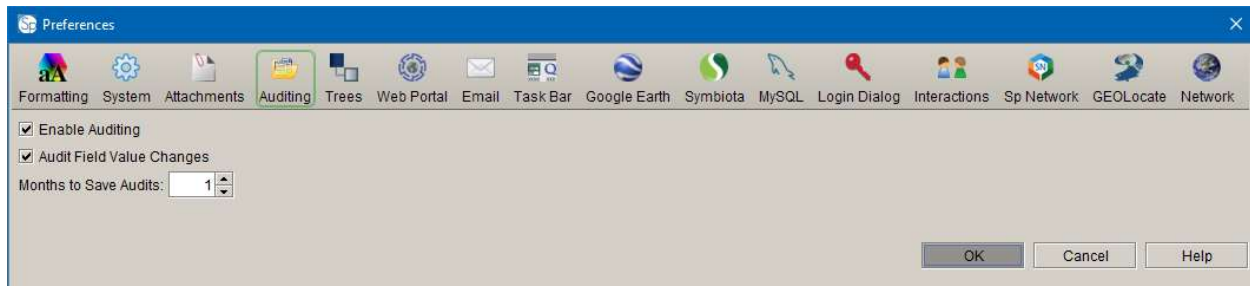


## View Specify Audit Logs

Managers of a Specify database can enable auditing in their database to audit user behaviors.

**Step 1:** First, open the Specify Preferences by navigating to **Edit -> Preferences** in the menu bar.



Make sure to check **Enable Auditing**. This will begin cataloging user actions in the database.

You can choose to preserve field value changes as well by checking **Audit Field Value Changes**.

Set the number of months to save audits, then click **OK** to finalize these changes.

**Step 2:** Navigate to the Query builder on the navbar.

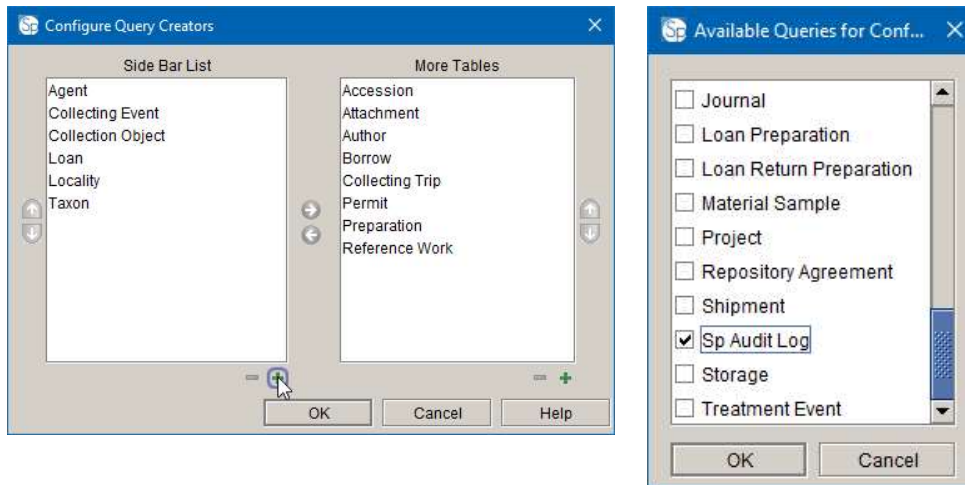


Right-click on the Query sidebar and click **Configure Query Creators**.

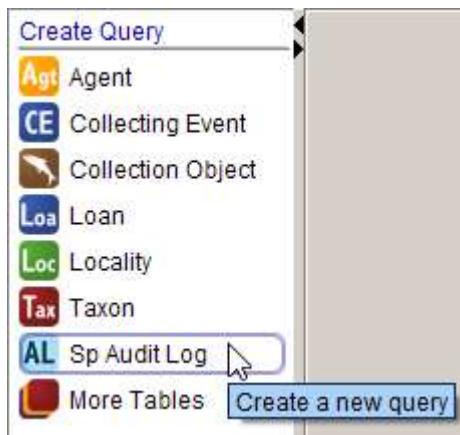


# Specify 6

**Step 3:** Click the + and check the **Sp Audit Log**, then click **OK**.



**Step 4:** Click on the **Sp Audit Log** in the sidebar to create an audit log query.



Now you will be presented with all the fields within the Sp Audit Log table.

**Action** shows the action made by the agent.

**Created By Agent** allows you to add any agent field to the query.

**Fields** contains the Field Name, the New Value, and Old Value.

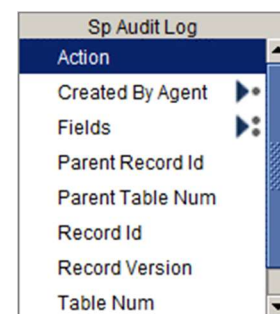
**Parent Record Id** shows the table's parent ID.

**Record Id** shows the table's ID.

**Record Version** shows the record version (0 = never edited, 1 = 1 revision...)

**Table Num** is the table name in the database (Taxon, Determination, etc.)

**Timestamp Created** is the time the action was done.





**Step 5:** Create your query! You can search by any part of the agent table to add more granularity.

**Here is an example output:** (*Agent obscured*)

Search Results - 20000								
Created By Agent [Formatted]	Action	Fields [Aggregated]	Parent Record Id	Parent Table Num	Record Id	Record Version	Table Num	Timestamp Created
	Insert			WorkBench	541	0	WorkBench Template	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10869	0	WorkBench Template Mapping Item	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10870	0	WorkBench Template Mapping Item	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10871	0	WorkBench Template Mapping Item	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10872	0	WorkBench Template Mapping Item	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10873	0	WorkBench Template Mapping Item	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10874	0	WorkBench Template Mapping Item	2021-09-21 09:34:09
	Insert		541	WorkBench Template	10875	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10876	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10877	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10878	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10879	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10880	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10881	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert		541	WorkBench Template	10882	0	WorkBench Template Mapping Item	2021-09-21 09:34:10
	Insert			WorkBench	541	0	WorkBench	2021-09-21 09:34:10
	Insert				53772	0	Table	2021-09-21 09:47:04



Now you can create a record set, print, or export an Excel file of the data.