

Form History Overview - History Tab

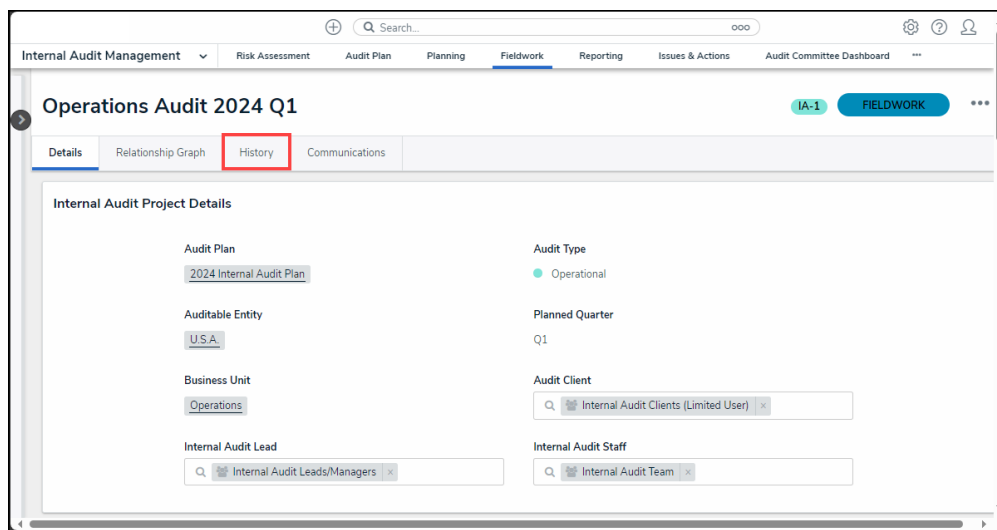
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Overview

Users can track changes on elements within the system by accessing the History tab on an element.

Navigation

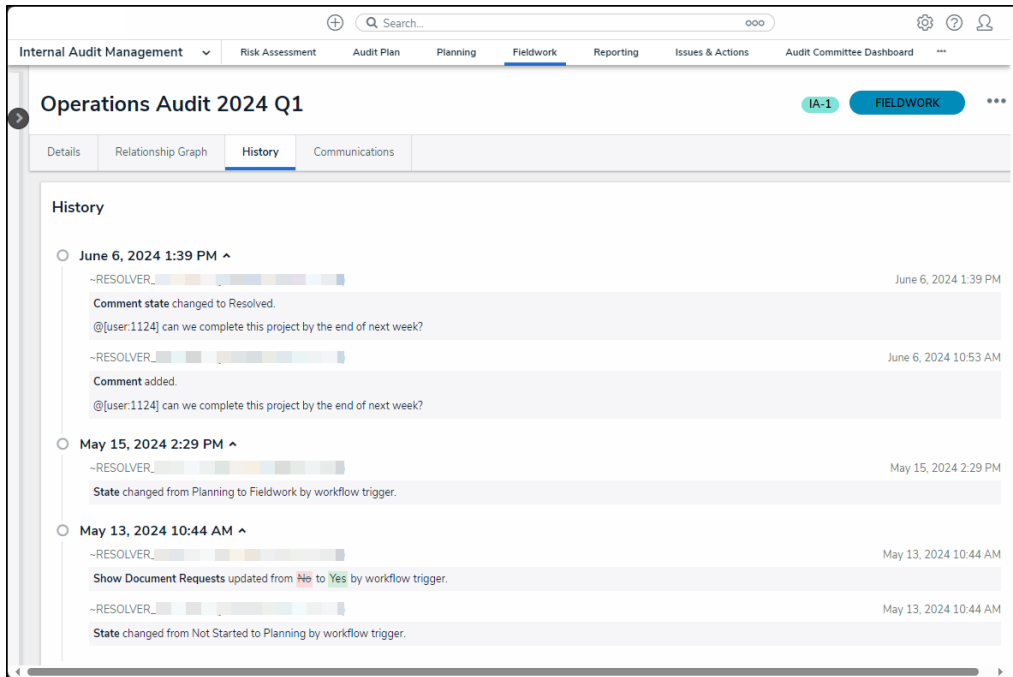
The *History* tab is located under the *History* tab on a standard form.



History Tab

History Tab

1. From the *History* tab, the forms history log will appear.



History Log

2. The system will make an entry in the history log for the following actions:

- Add new item
- Update an item
- Delete an item
- Link an item
- Unlink an item

3. The history log will track actions by date and log the following information:

- User ID
- User email
- Action description and results