Auditing? If This Folder Could Talk!

GreenFolders® auditing takes the guess work out of tracking down who did what and when within each folder. By using My History, Folder History, and/or System Audit logs, a wide variety of actions performed by users can be tracked and reviewed.

My History

GreenFolders tracks each user's individual actions and displays the last 25,000; you read that right, the last 25,000 actions. If you forgot which folder you assigned that last task in, or which folder you added the last document to, access the Main Menu via the GreenFolders button in the upper left hand corner of the main window, and select "My History".
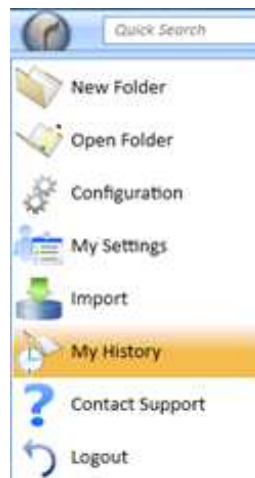

Figure 1 – My History

A Search tool is located in the upper left hand corner of the My History window to help you find the information you are looking for. Also, there are action buttons to Print, Export, or change the Columns of the results listed. (The Tools and Action Buttons are available with all Auditing windows. Select the Advanced button – in orange – to select by date range).

Figure 2 – Search Tool, Action Buttons

Folder History

Within each folder, actions of each user that may have looked at, modified, added to, deleted from or assigned the folder/task, and more, are logged and available for everyone to see right within the folder itself. To view the history of the folder, open the folder, click on the Folder Menu and select "View History".
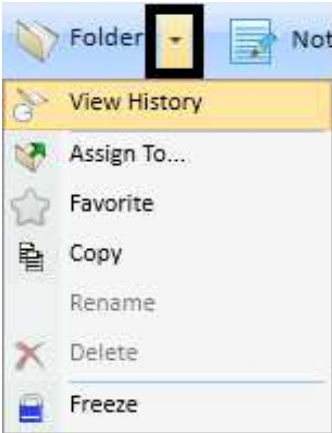

Figure 3 – Folder History

System Audit Logs

For those users that have Administrative rights, auditing is available; for both configuration -actions and changes and those performed within each Application.

System Audit Log

To review audit logs for actions performed to the configuration, log in as an Administrator. Click on the GreenFolders button in the upper left hand corner and select "Configuration". Once you have accessed the configuration menu, located beneath the GreenFolders heading, select "Auditing".
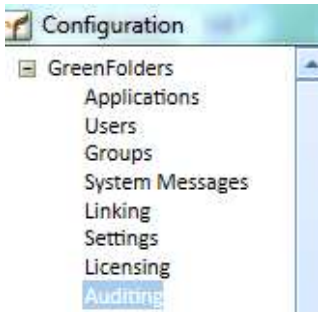

Figure 4 – System Audit Log

Application Auditing

To identify items that are being audited in each Application, click on "Auditing" located beneath each application. The right side of the screen will reveal all items that are presently being audited within each folder. Auditing on each action can be deselected by unchecking the box of the action.

To identify actions that have occurred within that selected application; i.e. certain user's actions, actions made within a specific folder, actions made on a certain date, click on the button located in the bottom right hand corner labeled "View Auditing Logs".

If you found this Leaf of Knowledge helpful, you may also enjoy LOK #33: Find it Faster with Search.

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.