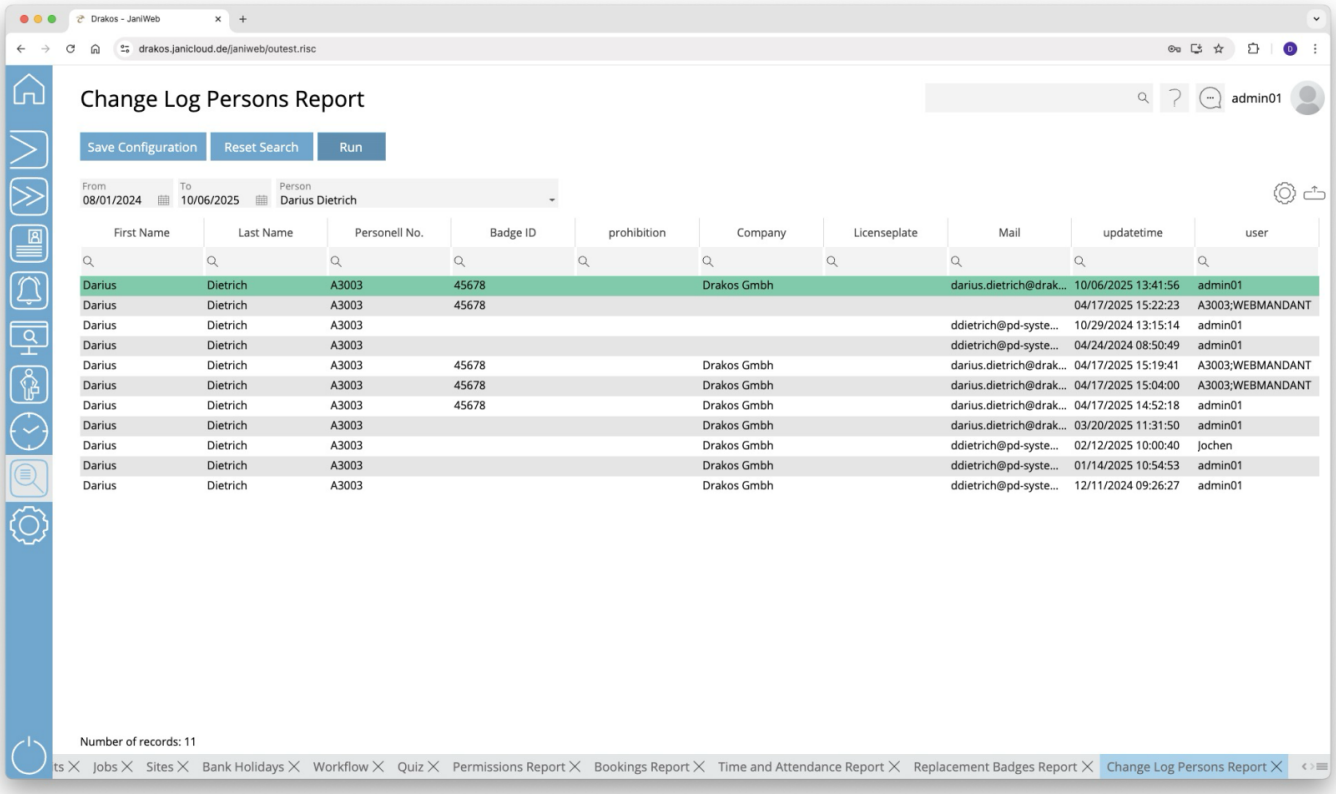
Change Log Persons

Use the menu item **Change Log Persons** ***to find out who changed the master data of a person and when.***



Creating the report

- Specify the time period for which you want to generate the report (*From* – *To*).
- Select the *Person* for whom you want to see the change log.
- Press *Run* to start the report.

The first line, highlighted in green, shows information about the current record of the person. The following lines show the historical changes. The column *Updated* shows the date and time of the change. The user who made the change appears in the column *User*.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the General > Export Formats chapter of this manual.
- **Save report:** For details on saving reports, see the chapter General > Custom Reports.

Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

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