



## Contact Auditing

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### Overview

The Contact Audit tab on the New Customer Form and the Customer Address card will track changes to customer addresses made by the user.

### Security

1. Navigate to the Security Editor.
2. In the Security Editor, enable the *Contact Audit Security*.

Access	Name	Name
<input type="checkbox"/>	Contact Audit	
<input checked="" type="checkbox"/>	Contact Audit	Contact Audit

☒ Starts with([Name], 'Contact Audit') Edit Filter

### Settings

1. Navigate to Settings.
2. In Settings, use the *Customer Address Columns To Include In Audit* setting to track changes to specific Customer Address fields.

Filter:	
Contact Address	
<b>Contact/Address Settings</b>	
Address Line 3 Enabled	True
Can Create Customer Address	True
Can Create Vendor Address	True
<b>Customer Address Columns To Include In Audit</b>	<b>Alt_Company_Name; Contact_Person; Address_Line_1; Address_Line_2</b>
Phone 2 Enabled	True
Phone 3 Enabled	True

### Usage

1. Navigate to the Customer Card and open a customer.
2. Open a contact for a customer.
3. Click on an address from the Contact Addresses tab on the Customer Address Card.
4. Clicking on the Contact Audit tab will display changes to the current Contact Address, the time the changes were made, as well as the user whom made those changed.

You can see an example of this below.

Contact User Fields		Contact Audit		
Customer Num	Description	Address Code	User Name	Audit On
AARONFIT0001	Contact was created.	MAIN OFFICE		8/24/2015 3:54:39 PM
AARONFIT0001	Contact Person changed from to Bob Fitz   Address Line 1 changed from One Microsoft Way to ...	MAIN OFFICE		8/24/2015 3:54:54 PM