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## **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.

Select All	e 🔤 Copy From		
Access	Name	• *	Name
	Contact Audit		
$\checkmark$	Contact Audit		Contact Audit

## Settings

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

Contact Address						
•	\$↓   =					
۵	Contact/Address Settings					
	Address Line 3 Enabled	True				
	Can Create Customer Address	True				
	Can Create Vendor Address	True				
	Customer Address Columns To Include In Audit	Alt_Company_Name; Contact_Person; Address_Line_1; Address_Line_2				
	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 Contac	:t Audit			
Customer Num	Description	Address Code	User Name	Audit On
AARONFIT0001	Contact was created.	MAIN OFFICE	And and a second se	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	COLUMN TO AND	8/24/2015 3:54:54 PM