What is the History Tab?

- The history tab allows the user to view all changes and edits made throughout the system

    - This tab is visible to all users with an employee profile

- The history tab is available on most details pages

- If there are no changes or edits to the item the user is viewing, the History tab will state "No records to display."

- If a particular item's details have been edited or changed, the history tab will display the following information:

    - The date it was modified

    - The field that was edited

    - Who made the change

    - The old value (before the field/item being edited)

    - The new value (field/item after being edited)

Related articles

- What is the History Tab?