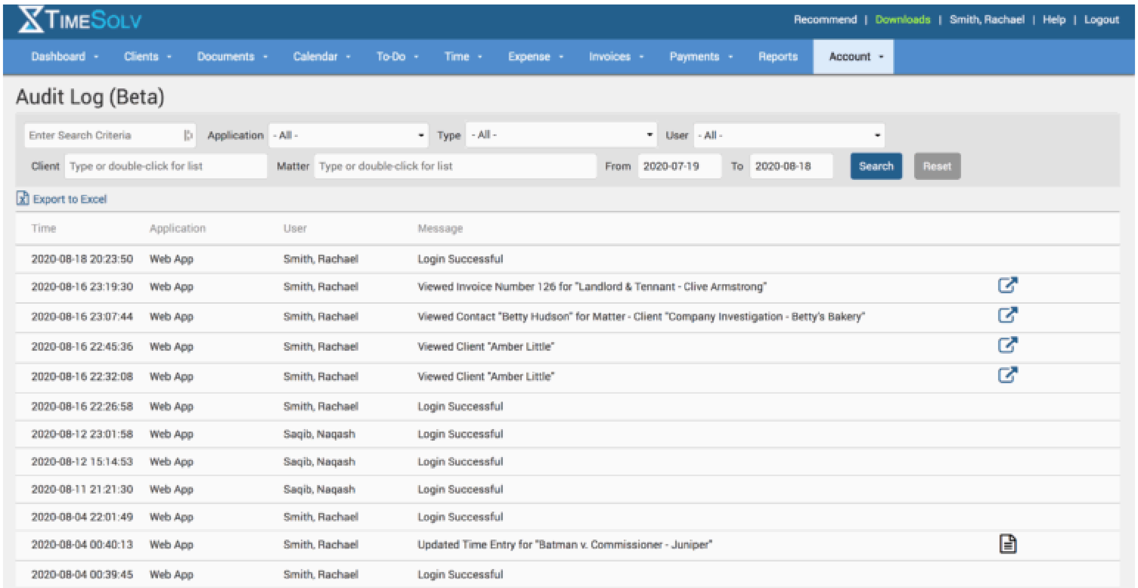
Tip of the Week: Audit Logs

Knowing who is taking what action is critical for a firm to fulfill regulatory compliance and records management as well as discourage malpractices. This can be achieved through the use of an automatic Audit Log. Through an Audit Log trail, you can look for issues when a client is contesting a fee, or when there is a need to verify compliance with regulations such as Trust accounting. For internal affairs, if there is an internal issue with deleted data or edits made in TimeSolv, administrator users can view exactly which user made these changes in the system and address the issue accordingly. This week's Tip of the Week takes a look into our Audit Log feature.

Users can view an Audit Log, essentially a record of events and changes made in the system, by clicking under **Account>Audit Log**.



Users can download the list of logs in an Excel file by clicking on the '**Export to Excel**' link below the search bars. The Audit Logs are also searchable with the current search filters available:

- Application
- Type

- User
- Client
- Matter
- Date From
- Date To

The following is a list of high-level features under which changes in behaviors (delete, update, create, etc) are logged against each individual user:

- Login
- Client
- Matter
- Client/Project Notes
- Contact
- Contact Associations
- Portal
- Related Parties
- Relationships
- Conflict Search
- Time Entry
- Plan Tasks
- Rates
- Expense Entry
- Invoice
- Retainer
- Statement
- Payment
- Trust Transaction
- Import
- Export
- Staff
- Reports
- Non-Billable Matter Entries
- SSO Login

We continue to listen to our client’s wants and needs. With increased functionality and features, we always aim to make your work easier.

If you’d like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support.

Contact Support