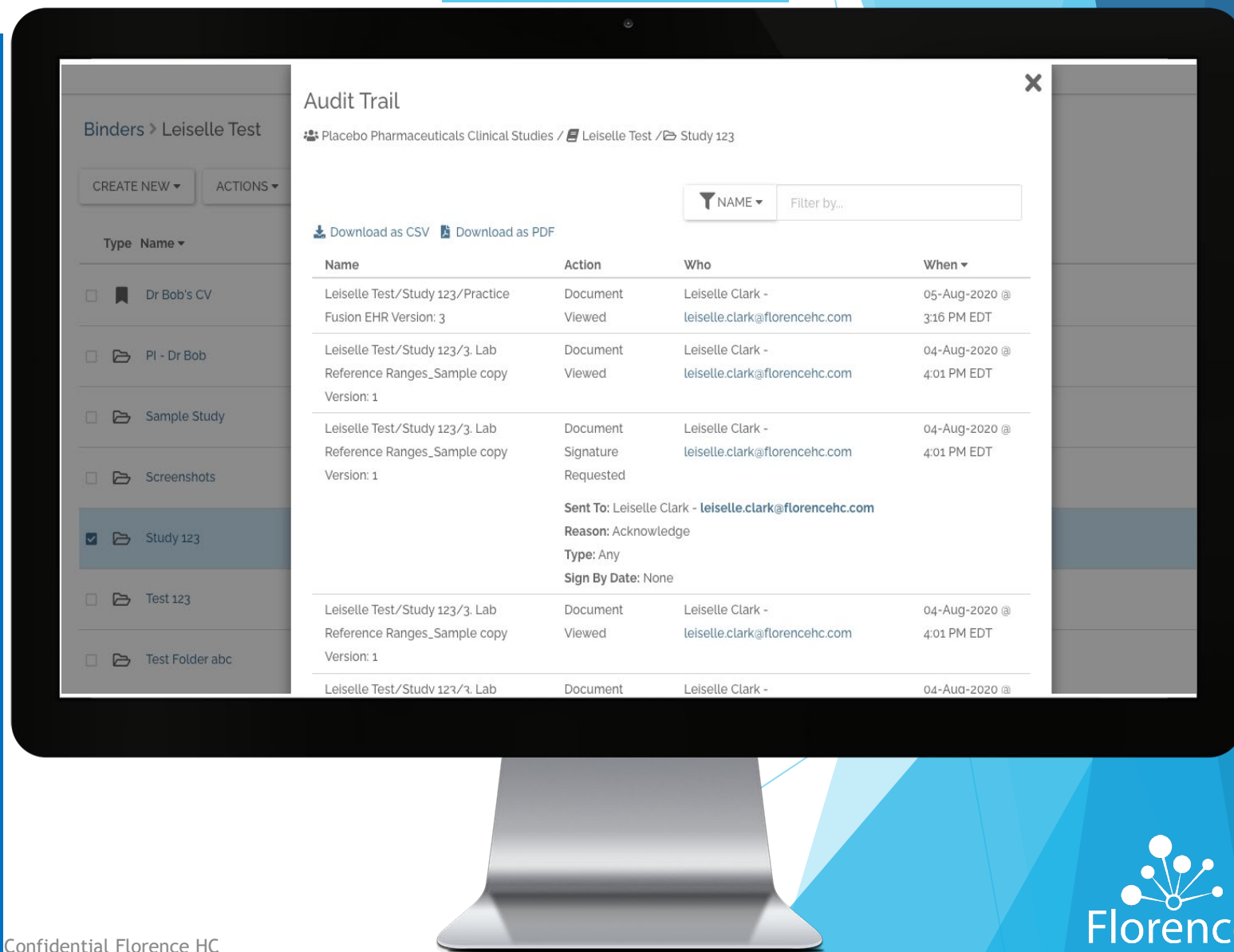# Audit Trails

Why?
Tell the story of many Binder, Folder, Document, Placeholder, Role, User, and Team activities

How?
- Select item of interest
- Click "Audit Trail"
- Filter to look for actions on viewer
- Download to CSV to analyze in Excel
- Download in PDF to submit for inspection

Common Uses
- Track monitor and FDA investigator actions during visit
- Locate moved Documents
- Confirm 21 CFR Part 11 Compliance

Audit Trails