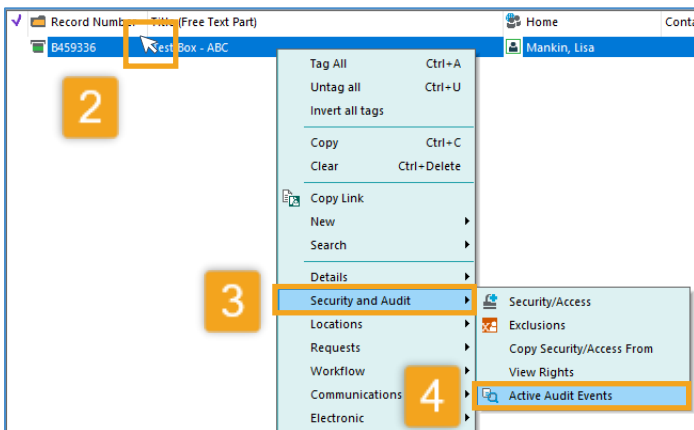# Content Manager Guidance

View the Audit Log (Change/History) for a Record

This is guidance for how to view the Audit Log (Change/History) of any record in Content Manager (CM). Content Manager contains a detailed history of all actions that have been taken on all records in the system.

1. Open Content Manager (CM) and **locate a record** (refer to separate guidance for searching for records)

2. Right click on the record

3. Select **Security and Audit**

4. Select **Active Audit Events**

The **next window** that opens contains the **complete audit history** of the record. Click column headings to sort as needed or click F7 to search within the Audit history.

Certain audit entries contain more details than is visible. For those:

5. Right click on the row

6. Select **More Details**