



Activity Log

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Activity logs help you keep track of activities performed by all the collaborators in the base. It allows you to stay on top of all the changes and refer to who made what changes and when.

How does it work?

At the top right corner of the table, Click **Log**.

This opens up a pane, featuring 3 different drop-down menus.

1. **Category of logs**
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1. Category of logs - Below is a list of log categories

- Base Actions - Shows activities performed on the base (Creating / deleting / moving bases)
- All Tables - Shows activities performed across all the tables in your base
- Individual Tables - By selecting a particular table, it shows activities performed on the table inside your base.

By default, the base log shows the current table's activity log, the interface consists of three options.

	Category	Name	Q1	Priority	Content Review	Shipped	Script Writer
1	Content	Sally	Landing Page	High	Change the content		Merin Mary Jacob
2	Video	Karen	Website SEO	Low	Office based content is missing		Merin Mary J.
3	Newsletter	Ruth	Social Media	High			
4	Mailer	Mia	Email Marketing	Low			
5	Thought Leadership	Luke	Blog	Low			
6	Press Release	Timothy	Ebook	High	Looks good with images		

2. View-based logs (available only if a table is selected from the category of logs (first drop-down))

- It is table specific. From the category of logs, select an **individual table**
- **All views** shows all the activities that have happened in all the views available on that table
- If you want to view activities related to any specific view, choose the view from the drop-down list.

The screenshot shows a Zoho Tables interface with a table of product URLs and an activity log on the right. The table has columns for Product Name, Product URL, and Reference. The activity log shows recent changes to the base details.

Product Name	Product URL	Reference
1	Airtable	https://airtable.com
2	Smart Sheet	http://smartsheet.com
3	FieldBook	http://fieldbook.com
4	RowShare	https://www.rowshare.com/
5	Sheetsu	https://sheetsu.com
6	KleverNote	https://klevernote.com/
7	Quickbase	https://www.quickbase.com/
8	Microsoft List	https://resources.techcommunity.microsoft.com/microsoft-lists
9	JotForm Tables	https://www.jotform.com/products/tables/
10	Zenkit	https://zenkit.com/en/home
11	Spreadsheet	https://www.spreadsheet.com/
12	Fibery	https://fibery.io/
13	Monday	https://monday.com/
14	Kanbanize	https://kanbanize.com
15	Stacks	https://stacks.rocks/
16	Ganttpro	https://ganttpro.com/
17	Rowy	https://www.rowy.io/
18	Lightpad	https://lightpad.ai/
19	NocoDB	https://www.nocodb.com/
20	Jot Forms	https://www.jotform.com/products/tables/
21	Grid	https://grid.io/
22	Layer	https://golayer.io/
23	Infalite	https://www.infalite.com/

The activity log on the right shows the following entries:

- YESTERDAY: Changed base details from **Leads to Competitors** by Sankumar Annamalai
- FRI, 04 JUN 2021: Changed base details from **Competitors to competitors** by Sankumar Annamalai
- Imported **null base** by Sankumar Annamalai

3. Order of logs

Choose whether to order the logs ascending or descending based on your preference.

We have shown the whole process in the GIF below.

The screenshot shows a Zoho Tables interface with a table of video scripts. The table has columns for Video Script, Seconds, Video Type, Video Thumbnail, Delegates, Designation, and Date.

Video Script	Seconds	Video Type	Video Thumbnail	Delegates	Designation	Date
1	Script A	10 sec	Insta reels	Karen	Manager	31/05/2022
2	Script B	15 sec	Youtube Shorts	Michelle	Associate	08/06/2022
3	Script C	20 sec	Vimeo	Leah	Manager	11/06/2022
4	Script D	10 sec	Insta reels	Tracy	Analyst	13/06/2022
5	Script E	10 sec	Insta reels	Emily	Analyst	15/06/2022
6	Script F	15 sec	Vimeo	Harvey	Associate	13/06/2022
7	Script G	15 sec	Youtube Shorts	Mike	Manager	19/06/2022
8	Script H	10 sec	Insta reels	Donna	Analyst	21/06/2022
9	Script I	10 sec	Insta reels	Robert	Manager	21/06/2022
10	Script J	15 sec	Vimeo	Pearson	Associate	22/06/2022
11	Type here to create a record					