Zoho Corporation

Activity Log

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**
2. **View-based logs**
3. **Order of logs**

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.

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.

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.