

# Record Access Logs User Guide

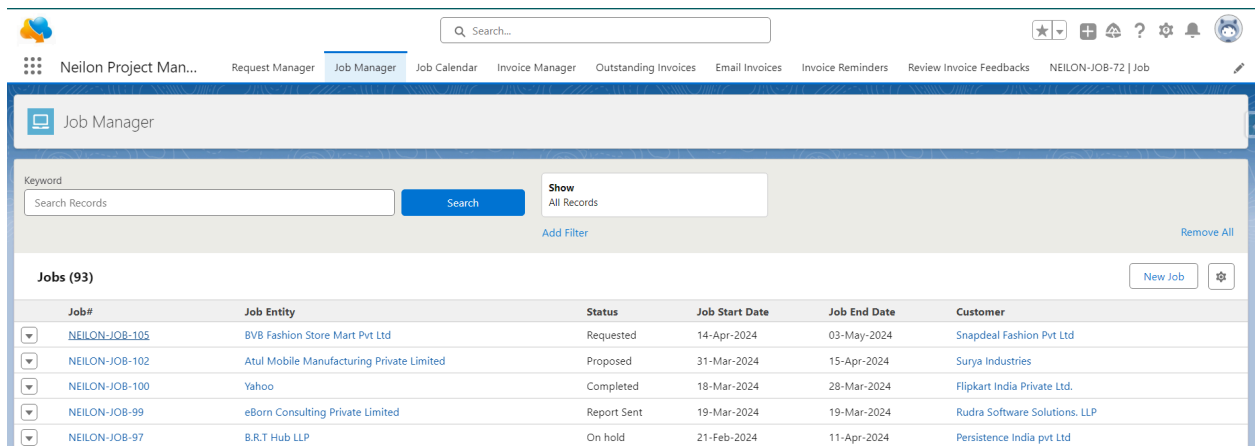
## Introduction

Access Logs are records where you can check who has accessed or read a particular record of jobs, invoices, and accounts.

## Functionality Overview

Follow the below steps to check the job, job Invoice, and account record access logs.

1. Navigate to the **Neilon Project Management** application from the App Launcher.
2. Open the **Job Manager** tab.



The screenshot displays the 'Job Manager' interface within the Neilon Project Management application. The top navigation bar includes tabs for 'Request Manager', 'Job Manager' (selected), 'Job Calendar', 'Invoice Manager', 'Outstanding Invoices', 'Email Invoices', 'Invoice Reminders', 'Review Invoice Feedbacks', and 'NEILON-JOB-72 | Job'. A search bar is located in the top right. Below the navigation bar, the 'Job Manager' section features a 'Keyword' search input, a 'Search' button, and a 'Show All Records' button. A table titled 'Jobs (93)' lists job records with columns for Job#, Job Entity, Status, Job Start Date, Job End Date, and Customer. The table contains five rows of data.

Job#	Job Entity	Status	Job Start Date	Job End Date	Customer
NEILON-JOB-105	BVB Fashion Store Mart Pvt Ltd	Requested	14-Apr-2024	03-May-2024	Snapdeal Fashion Pvt Ltd
NEILON-JOB-102	Atul Mobile Manufacturing Private Limited	Proposed	31-Mar-2024	15-Apr-2024	Surya Industries
NEILON-JOB-100	Yahoo	Completed	18-Mar-2024	28-Mar-2024	Flipkart India Private Ltd.
NEILON-JOB-99	eBorn Consulting Private Limited	Report Sent	19-Mar-2024	19-Mar-2024	Rudra Software Solutions, LLP
NEILON-JOB-97	B.R.T Hub LLP	On hold	21-Feb-2024	11-Apr-2024	Persistence India pvt Ltd

3. Open the job record details by clicking on the job name from the **Job#** column.
4. Open the **Change History & Logs** section.

Neilon Project Man... Request Manager Job Manager Job Calendar Invoice Manager Outstanding Invoices Email Invoices Invoice Reminders \* NEILON-JOB-105 | Job More

Job NEILON-JOB-105 Edit Clone Delete

Details Notifications Notes Client Categories **Change History & Logs** More

**Job History (2)**

Date	Field	User	Original Value	New Value
11/04/2024, 8:28 pm	Primary Service	Abhishek Patinge		Data Migration
11/04/2024, 8:28 pm	Created.	Abhishek Patinge		

[View All](#)

**Job Access Logs (3)**

Access Type	Accessed By	Accessed Date
Read	Abhishek Patinge	12/04/2024, 12:08 pm
Read	Abhishek Patinge	12/04/2024, 11:37 am
Read	Abhishek Patinge	11/04/2024, 9:20 pm

[View All](#)

**Your access to this record has been logged**

**Job Services (2)**

[Data Security](#)

Chargeable?: ☒  
 Pre-paid?: ☒  
 On-site?: ☒

[Data Migration](#)

Chargeable?: ☒  
 Pre-paid?: ☒  
 On-site?: ☒

[View All](#)

**Job Stakeholders (1)**

SH-2024-0000117  
 Stakeholder: Abhishek Patinge

- Click on **View All** of the **Job Access Logs** section.
- Here users can see this particular record access by whom and when.

Jobs > NEILON-JOB-105  
**Job Access Logs**

3 items • Sorted by Accessed Date • Updated 4 minutes ago

	Access Type	Accessed By	Accessed Date
1	<input type="checkbox"/> Read	Abhishek Patinge	12/04/2024, 12:08 pm
2	<input type="checkbox"/> Read	Abhishek Patinge	12/04/2024, 11:37 am
3	<input type="checkbox"/> Read	Abhishek Patinge	11/04/2024, 9:20 pm

- You can also check access logs for Invoice and Account records as well by following the same steps.