

Documents: How to monitor files & folders

Introduction

In Claromentis, our 'Monitor' feature will allow you to stay updated on your files and/or folders. Notifications can be sent out if new files are added, updated, or deleted via the Document application.


How to use the 'monitor' function:

- [Monitor folders](#)
- [Monitor single documents](#)
- [Cancel monitor function](#)
- [View folder & document audit log](#)

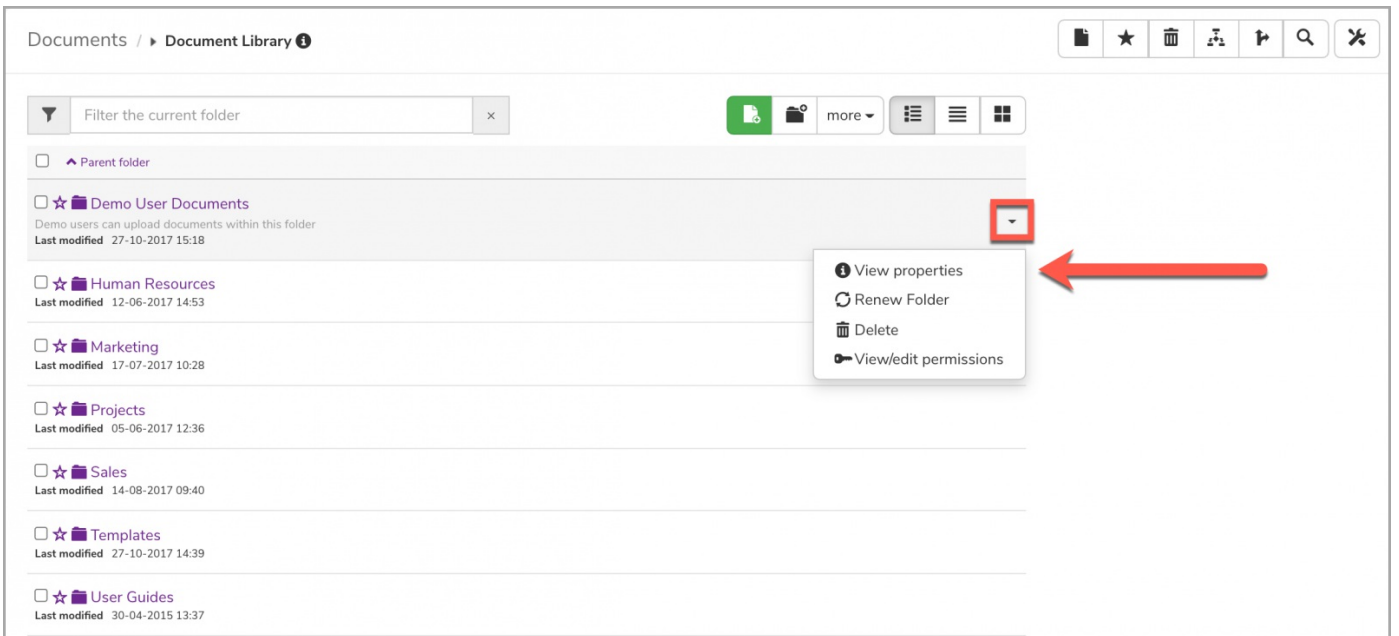
Reminder: To ensure no updates are missed, check notification preferences are set correctly for the Documents application. For more information on how to set notification preferences, [click here](#).

How to monitor folders

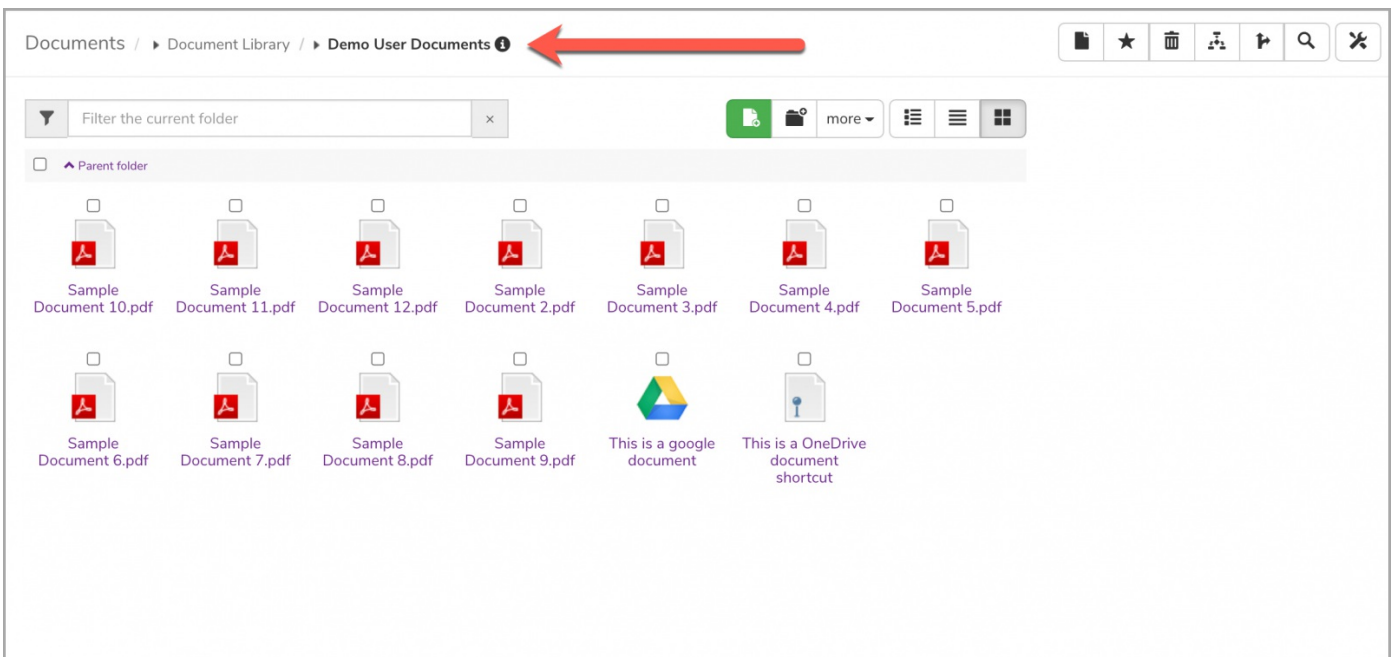
When monitoring a folder, any changes within the folder and its sub-folders will generate a notification.

1. Head to the Document folder you would like to monitor for updates.
2. Select 'View Properties' using (a) the arrow next to the relevant folder or (b) clicking into the folder and selecting the  icon.

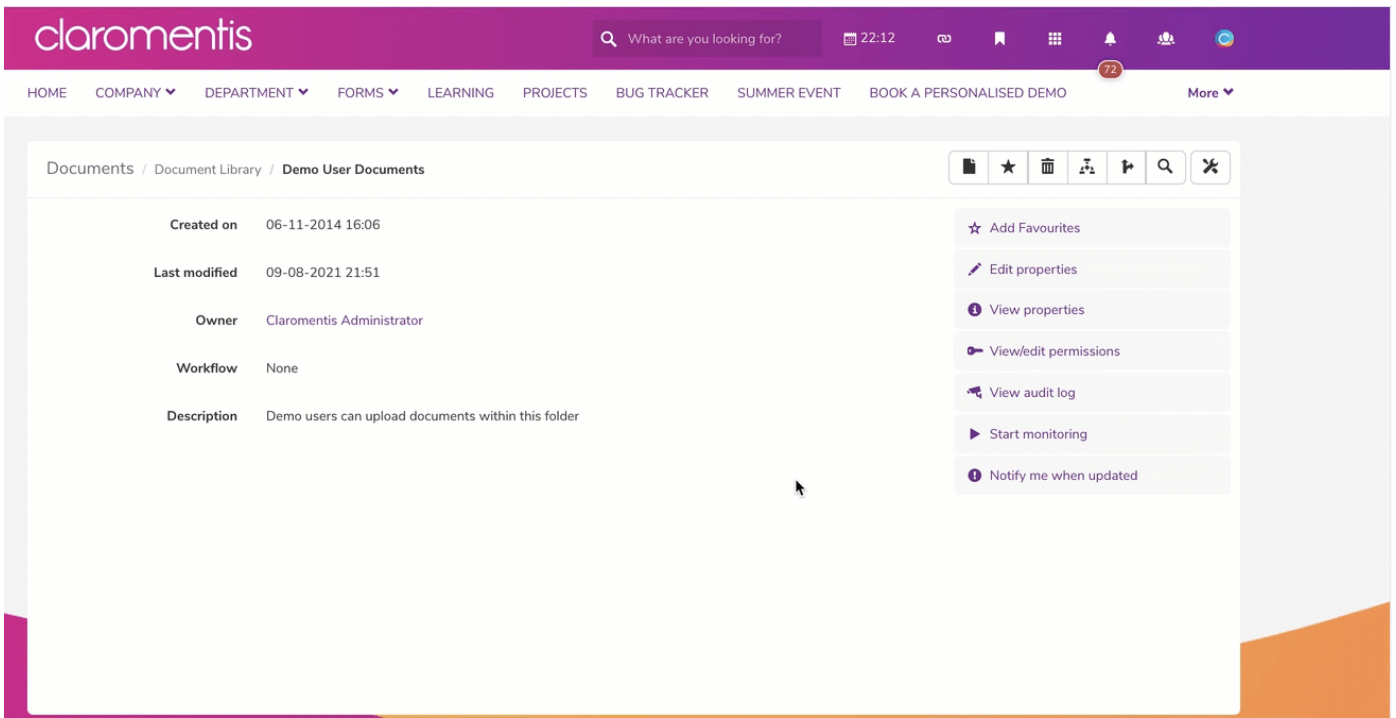
List View



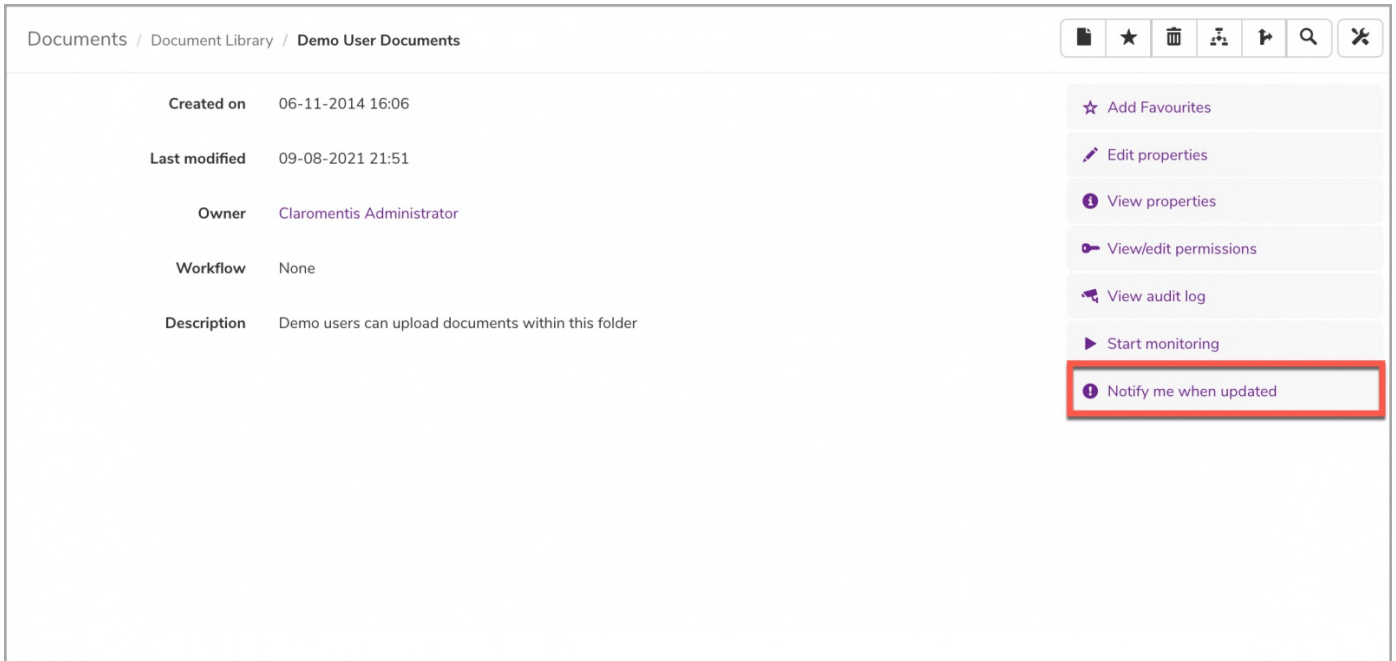
Thumbnail View



3. Select 'Start Monitoring'



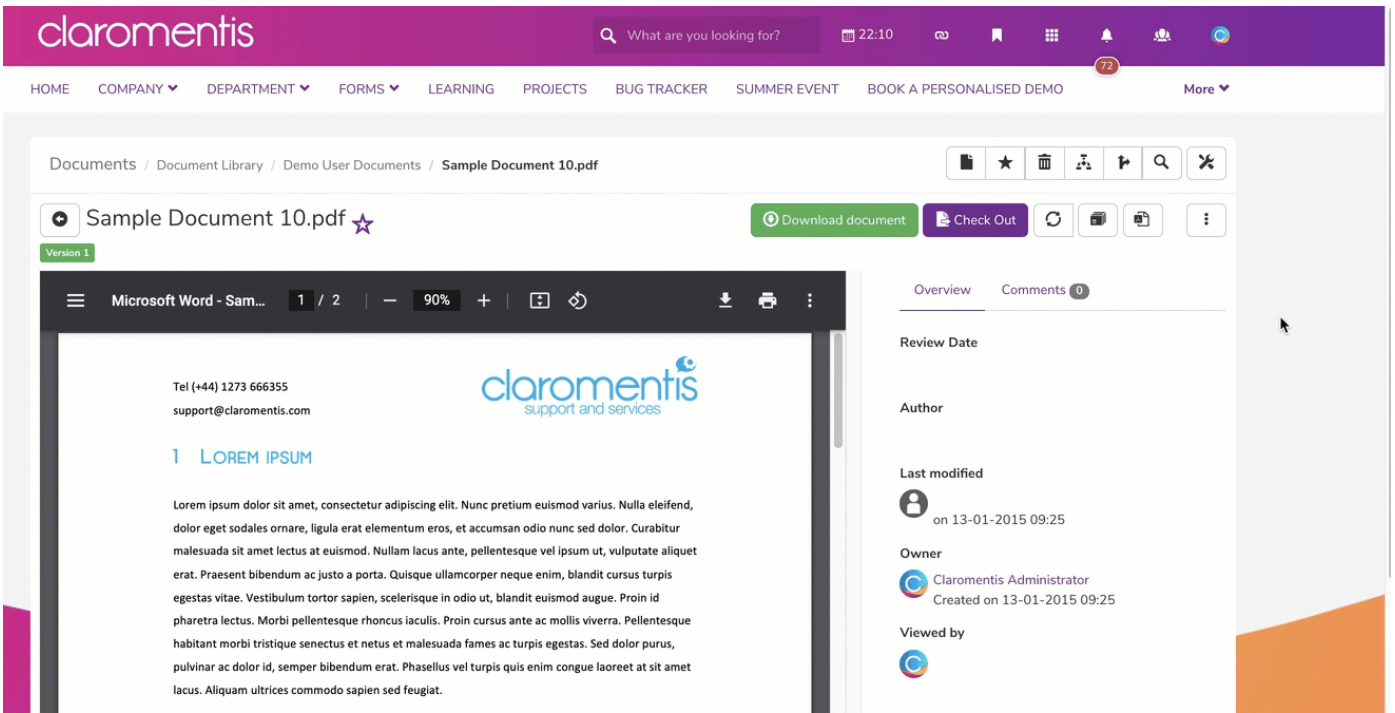
Please note: If you only wish to receive a one-time-only notification about the next change that takes place, choose 'Notify me when updated':



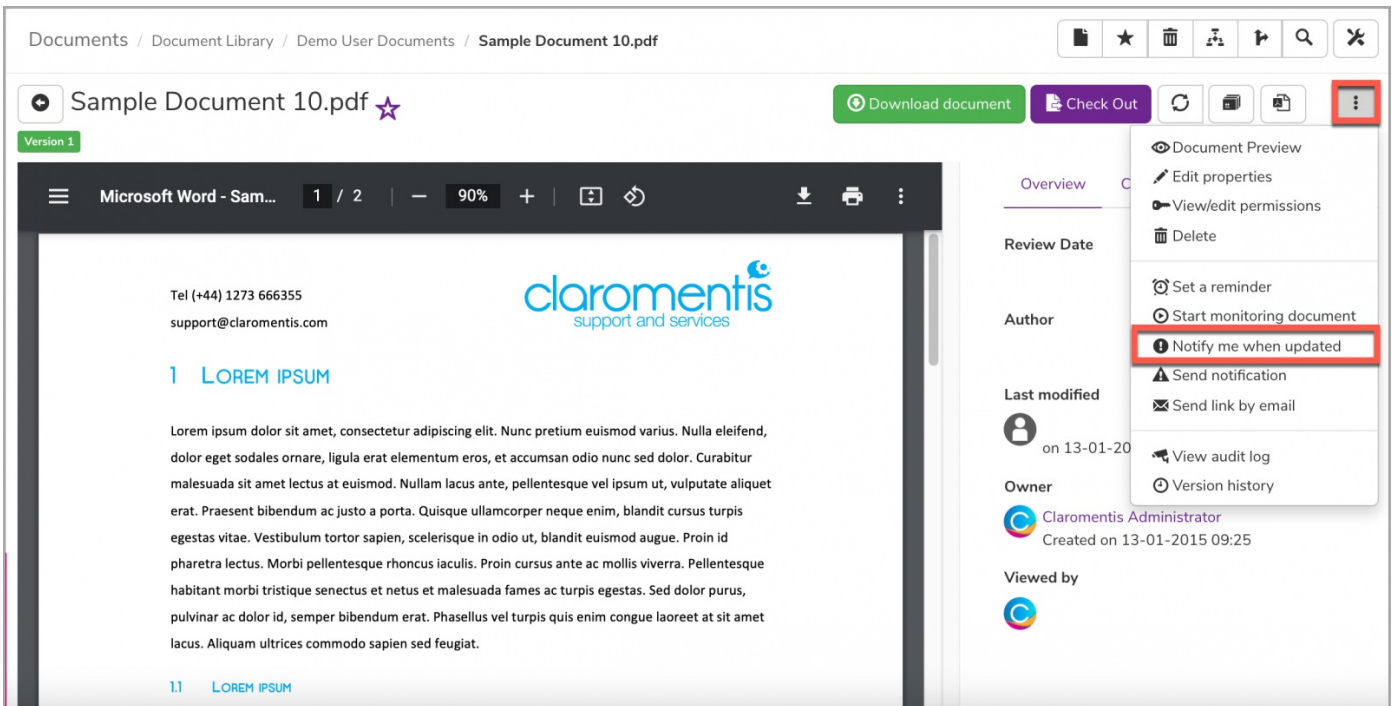
How to monitor files

When monitoring a single file, any changes to it will generate a notification.

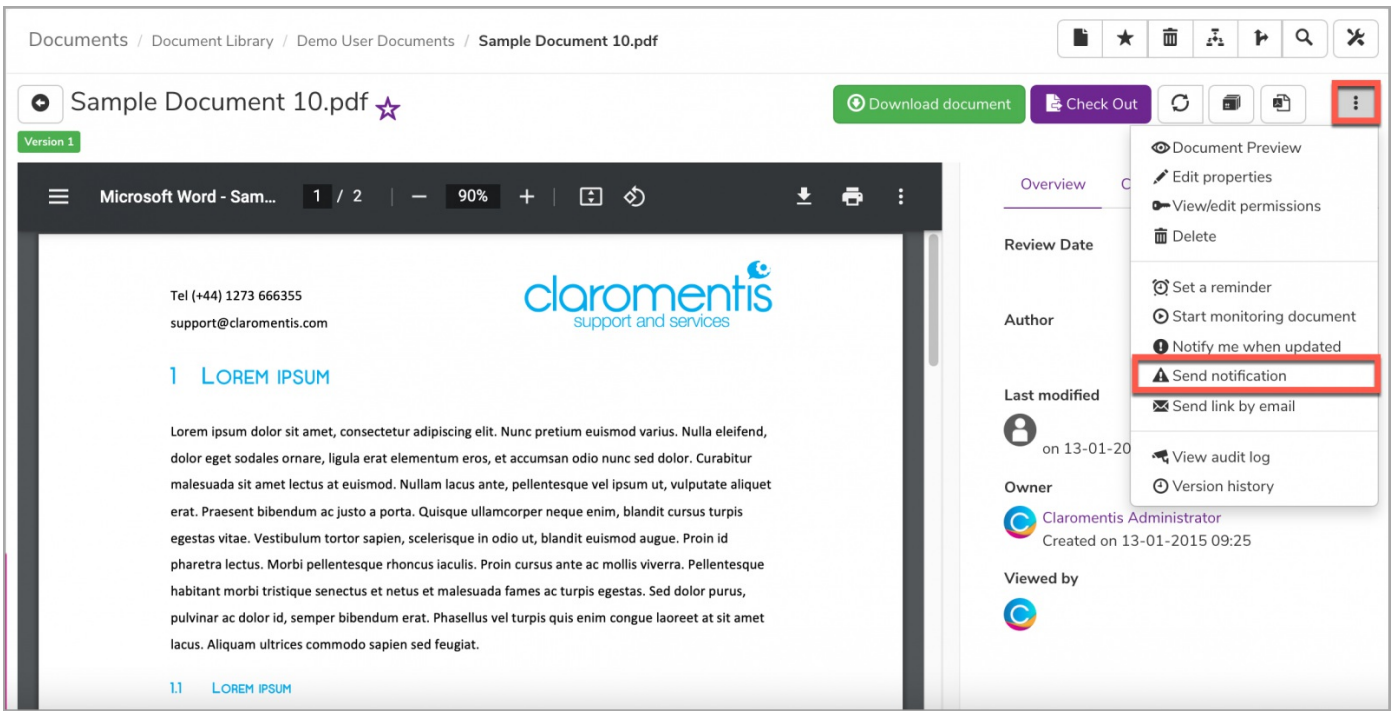
1. Head straight to the document you would like to monitor for updates.
2. Select 'Start monitoring document' located in the drop-down menu.



Please note: If you only wish to receive a one-time-only notification about the next change that takes place, choose 'Notify me when updated':



If you wish to send a notification immediately of the current document, select 'Send notification':

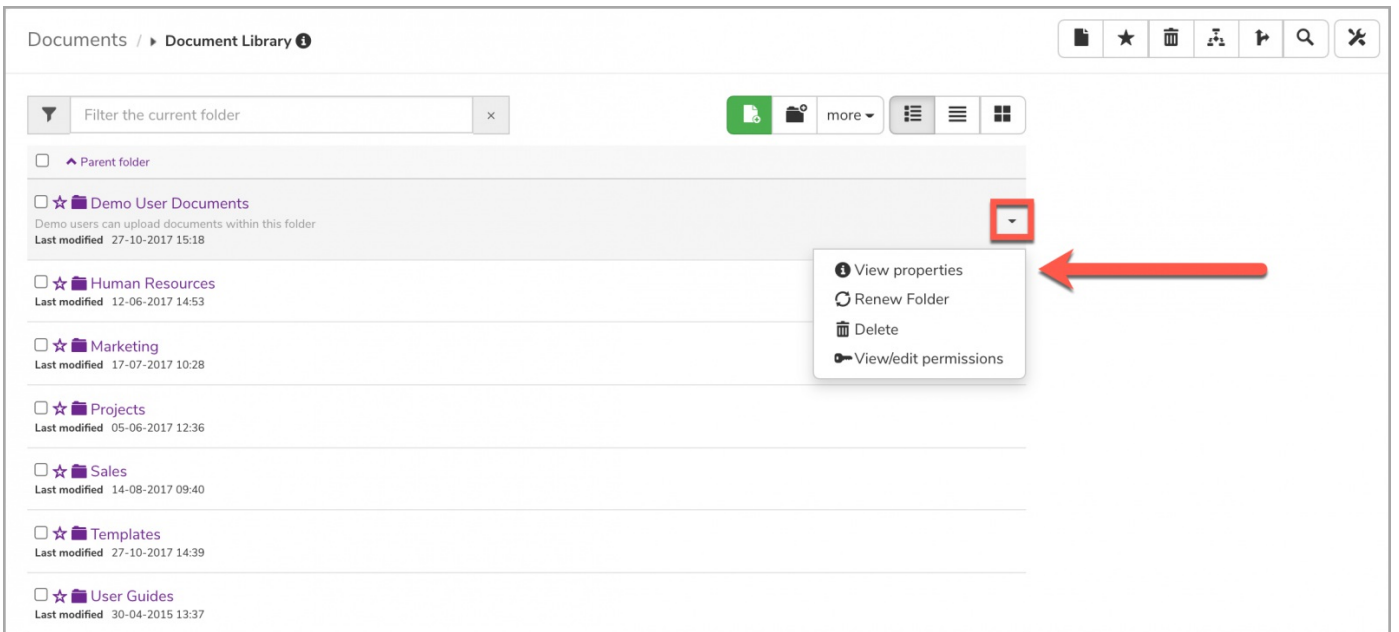


How to cancel monitoring folders & documents

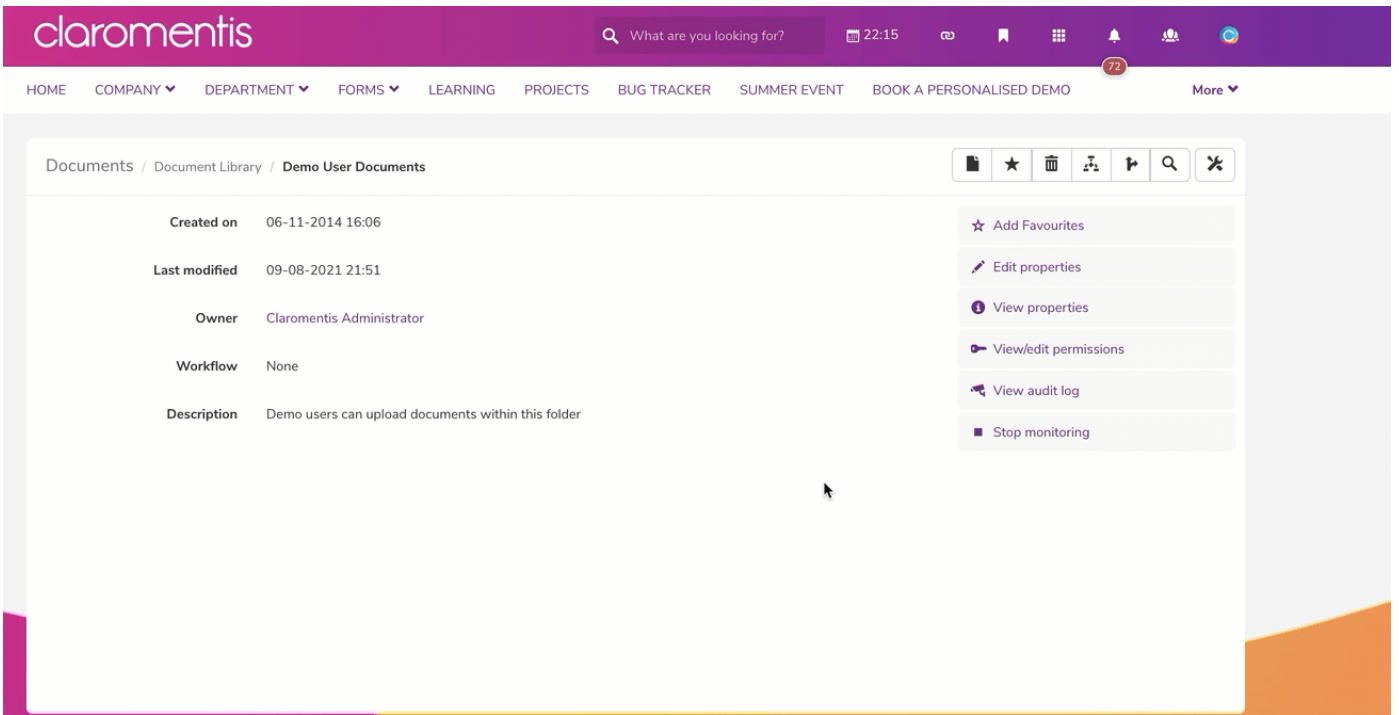
Cancelling the monitor function will stop any notification from being generated.

For folders

1. Head to the Document folder you no longer wish to monitor for updates.
2. Select 'View Properties' using the arrow next to the relevant folder.

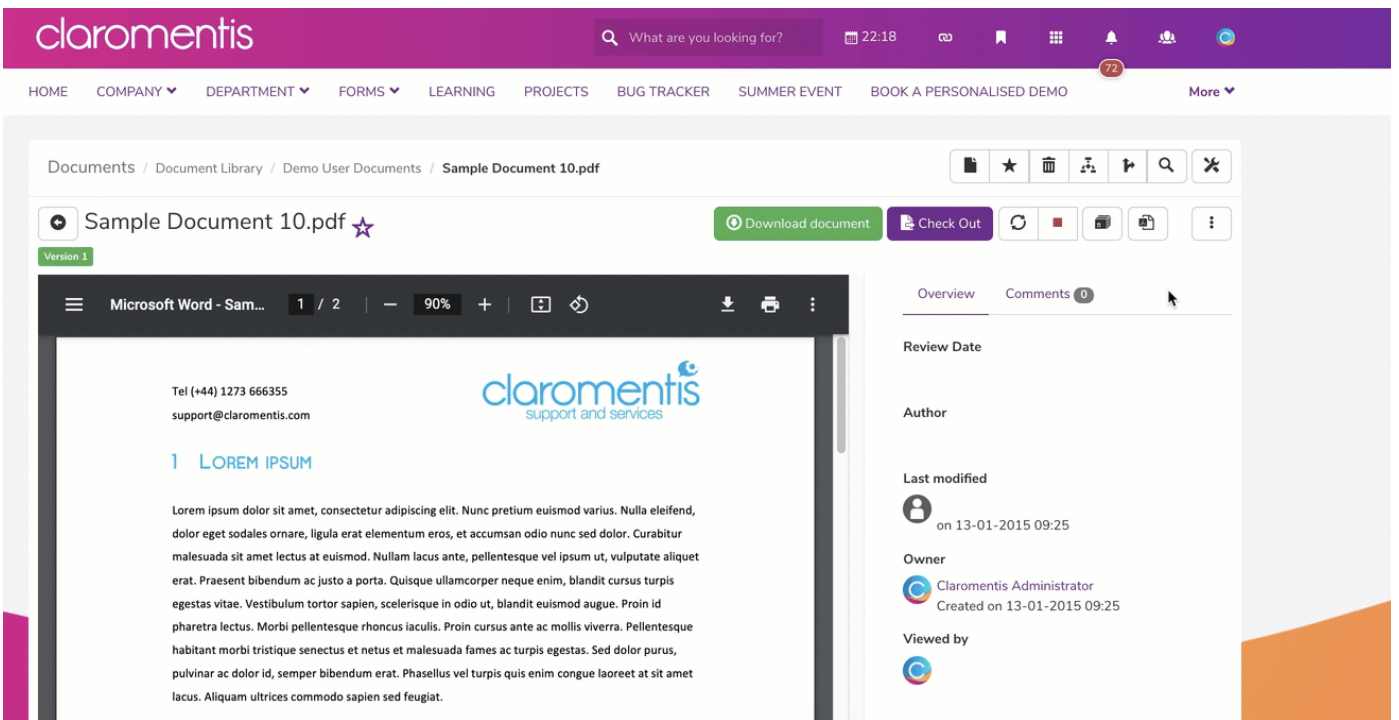


3. Select 'Stop Monitoring'



For files

1. Head straight to the document you no longer wish to monitor for updates.
2. Select **Stop Monitoring** located on the menu bar.



How to view folder & file audit log

Each document will have an audit log that can be generated if you ever need a record of changes made. This can be a useful alternative if you do not wish to monitor every folder.

For folders

1. Head to the Document folder.
2. Select 'View Properties' using the arrow next to the relevant folder.

Documents / Document Library

Filter the current folder

- Parent folder
- Demo User Documents**
Demo users can upload documents within this folder
Last modified 27-10-2017 15:18
- Human Resources
Last modified 12-06-2017 14:53
- Marketing
Last modified 17-07-2017 10:28
- Projects
Last modified 05-06-2017 12:36
- Sales
Last modified 14-08-2017 09:40
- Templates
Last modified 27-10-2017 14:39
- User Guides
Last modified 30-04-2015 13:37

View properties
Renew Folder
Delete
View/edit permissions

3. Select **View audit log**.

Documents / Document Library / Demo User Documents


Created on	06-11-2014 16:06
Last modified	09-08-2021 21:51
Owner	Claromentis Administrator
Workflow	None
Description	Demo users can upload documents within this folder







- Add Favourites
- Edit properties
- View properties
- View/edit permissions
- View audit log**
- Start monitoring
- Notify me when updated

4. **Optional:** Export the audit log as a CSV if needed.

Documents / Document Library / Demo User Documents

Type to filter this list...

 [Export audit log to file](#)

-  Claromentis Administrator 09-08-2021 21:51 09-08-2021 21:51
 Added child folder (Demo Folder)
 Subcategory: Add folder • IP address: 172.103.171.43 • Proxy IP:
-  Claromentis Administrator 26-02-2018 14:06 26-02-2018 14:06
 Set Creator 1
 Subcategory: Modify properties • IP address: 31.22.42.98 • Proxy IP:
-  Claromentis Administrator 27-10-2017 15:18 27-10-2017 15:18
 Added marker #181 (This is a OneDrive document)
 Subcategory: Add document • IP address: 31.22.42.98 • Proxy IP:
-  Nigel Davies 10-08-2017 12:27 10-08-2017 12:27
 Added data #173 (This is a google document)
 Subcategory: Add document • IP address: 31.22.42.98 • Proxy IP:
-  Claromentis Administrator 20-09-2016 11:08 20-09-2016 11:08
 Deleted to trash can document 'ABA Emergency Mental Health Care - Part 2 Liaison Mental Health Services for adults.docx' (130)
 Subcategory: Delete document • IP address: 212.159.71.75 • Proxy IP:
-  Claromentis Administrator 20-09-2016 11:08 20-09-2016 11:08
 Added document #130 (ABA Emergency Mental Health Care - Part 2 Liaison Mental Health Services for adults.docx)
 Subcategory: Add document • IP address: 212.159.71.75 • Proxy IP:

[Add Favourites](#)
[Edit properties](#)
[View properties](#)
[View/edit permissions](#)
[View audit log](#)
[Start monitoring](#)
[Notify me when updated](#)

For Files

1. Head straight to the document.
2. Select 'View audit log' located in the drop-down menu.

Documents / Document Library / Demo User Documents / Sample Document 10.pdf


Sample Document 10.pdf ☆

Download document Check Out

Version 1

Microsoft Word - Sam... 1 / 2 | - 90% +

Tel (+44) 1273 666355
support@claromentis.com



1 LOREM IPSUM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc pretium euismod varius. Nulla eleifend, dolor eget sodales ornare, ligula erat elementum eros, et accumsan odio nunc sed dolor. Curabitur malesuada sit amet lectus at euismod. Nullam lacus ante, pellentesque vel ipsum ut, vulputate aliquet erat. Praesent bibendum ac justo a porta. Quisque ullamcorper neque enim, blandit cursus turpis egestas vitae. Vestibulum tortor sapien, scelerisque in odio ut, blandit euismod augue. Proin id pharetra lectus. Morbi pellentesque rhoncus iaculis. Proin cursus ante ac mollis viverra. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed dolor purus, pulvinar ac dolor id, semper bibendum erat. Phasellus vel turpis quis enim congue laoreet at sit amet lacus. Aliquam ultrices commodo sapien sed feugiat.

1.1 LOREM IPSUM

[Document Preview](#)
[Edit properties](#)
[View/edit permissions](#)
[Delete](#)
[Set a reminder](#)
[Start monitoring document](#)
[Notify me when updated](#)
[Send notification](#)
[Send link by email](#)
[View audit log](#)
[Version history](#)

Overview
Review Date
Author
Last modified
 on 13-01-20
Owner
 Claromentis Administrator
 Created on 13-01-2015 09:25
Viewed by

3. Optional: Export the audit log as a CSV if needed.



Sample Document 10.pdf ☆

[Download document](#) [Check Out](#)

Version 1

Type to filter this list...



Export audit log to file

[Overview](#) [Comments](#) 0

Review Date

Author

Last modified

on 13-01-2015 09:25

Owner

Claromentis Administrator
Created on 13-01-2015 09:25

Viewed by



Claromentis Administrator 12-08-2021 22:18 12-08-2021 22:18
Component 'Sample Document 10.pdf' was viewed in format 'pdf'
Subcategory: View document • IP address: 172.103.171.43 • Proxy IP:



Claromentis Administrator 12-08-2021 22:18 12-08-2021 22:18
Component 'Sample Document 10.pdf' was viewed in format 'pdf'
Subcategory: View document • IP address: 172.103.171.43 • Proxy IP:



Claromentis Administrator 12-08-2021 22:04 12-08-2021 22:04
Component 'Sample Document 10.pdf' was viewed in format 'pdf'
Subcategory: View document • IP address: 172.103.171.43 • Proxy IP:



Nigel Davies 16-10-2017 10:17 16-10-2017 10:17
Component 'Sample Document 10.pdf' was viewed in format 'pdf'
Subcategory: View document • IP address: 81.174.248.37 • Proxy IP:



Barclay Martin 19-07-2016 01:57 19-07-2016 01:57
Component 'Sample Document 10.jpg' was viewed in format 'thumb'
Subcategory: View document • IP address: 70.66.198.161 • Proxy IP:



Dave Arril 05-07-2016 17:52 05-07-2016 17:52
Component 'Sample Document 10.jpg' was viewed in format 'thumb'
Subcategory: View document • IP address: 207.6.163.61 • Proxy IP: