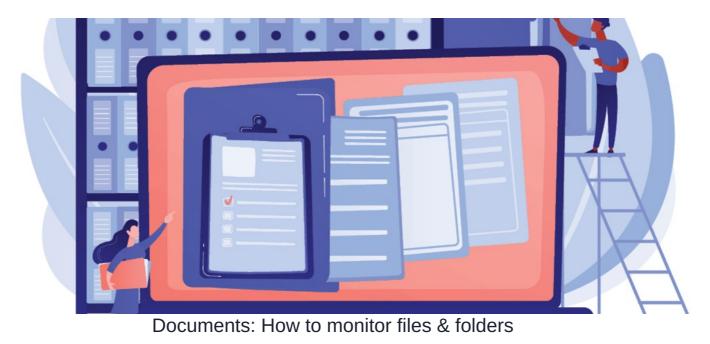
Link to article: https://discover.claromentis.com/knowledgebase/articles/831/documents-how-to-monitor-files-folders



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.

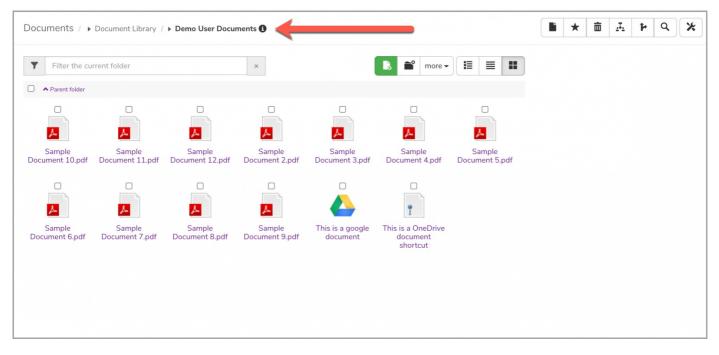
1. Head to the Document folder you would like to monitor for updates.

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

Documents / > Document Library			* 1	j <u>4</u>	4	٩	*
Filter the current folder ×	° more → 🗄 🗮 🗰						
Parent folder							
□ ★							
□ ★ implies Human Resources Last modified 12-06-2017 14:53	View propertiesRenew Folder	+					
□ ☆ ■ Marketing Last modified 17-07-2017 10-28	DeleteView/edit permissions						
□ ☆ Projects Last modified 05-06-2017 12:36							
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□ ☆ 💼 Templates Last modified 27-10-2017 14:39							
□ ☆ 💼 User Guides Last modified 30-04-2015 13:37							

Thumbnail View



3. Select 'Start Monitoring'

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HOME COMPANY V DEPARTM	MENT ♥ FORMS ♥ LEARNING PROJECTS	BUG TRACKER SUMMER	EVENT BOOK A PE	RSONALISED DEMO	More 💙
Documents / Document Library	/ Demo User Documents			4	۹ 🗶
Created on	06-11-2014 16:06			🖈 Add Favourites	
Last modified	09-08-2021 21:51			💉 Edit properties	
Owner	Claromentis Administrator			View properties	
Workflow	None			 View/edit permissions 	
Description	Demo users can upload documents within this folder			View audit logStart monitoring	
				 Notify me when updated 	
		,	t -		

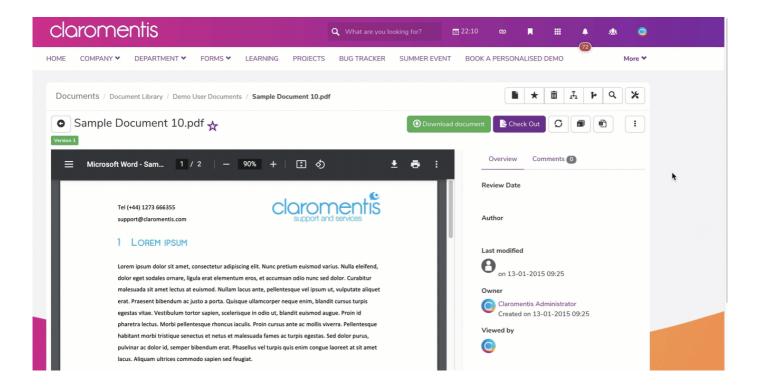
Please note: If you only wish to receive a one-time-only notification about the next change that takes place, choose Notify me when updated':

Created on 06-11-2014 16:06 ★ Add Favourites Last modified 09-08-2021 21:51 ✓ Edit properties owner Claromentis Administrator I view properties Workflow None ✓ View/edit permissions Description Demo users can upload documents within this folder ✓ View audit log Image: Start monitoring Image: Start monitoring	ocuments / Document Librar	y / Demo User Documents	■ ★ □ 五 ₽ Q >
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Workflow None Description Demo users can upload documents within this folder View audit log Start monitoring	Owner	Claromentis Administrator	View properties
Description Demo users can upload documents within this folder Start monitoring	Workflow	None	 View/edit permissions
► Start monitoring	Description	Demo users can upload documents within this folder	🥰 View audit log
			Start monitoring
Notify me when updated			Notify me when updated

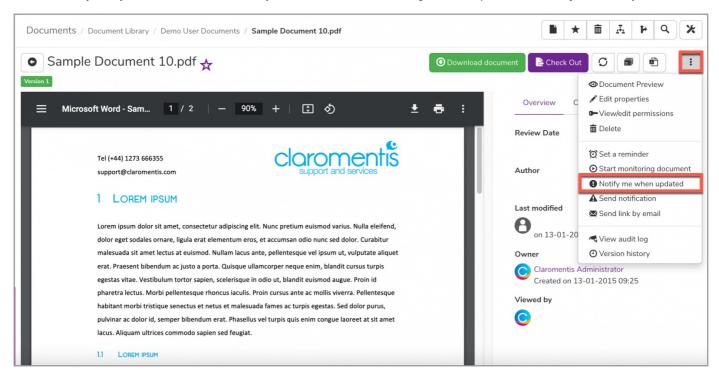
How to monitor files

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

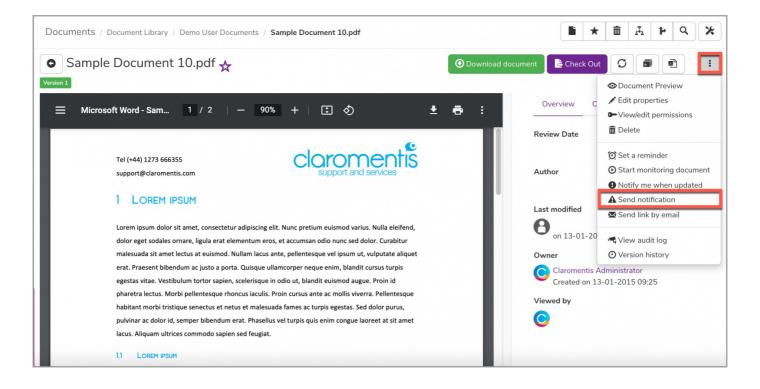
- 1. Head straight to the document you would like to monitor for updates.
- 2. Select 'Start monitoring document' located in the drop-down menu.



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.

Documents / Document Library	■ ★ □ ↓ ↓ ↓
Y Filter the current folder	■° more - III = III
A Parent folder	
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☐ ★ im Human Resources Last modified 12-06-2017 14:53	View properties C Renew Folder
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3. Select 'Stop Monitoring'

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Last modified	09-08-2021 21:51			✓ Edit properties	
Owner	Claromentis Administrator			View properties	
Workflow	None			 View/edit permissions 	
Description	Demo users can upload documents within this folder			View audit logStop monitoring	
				 Stop monitoring 	
			ħ		

For files

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

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Tel (+44) 1273 666355 support@claromentis.com	nentis d services	Author	
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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			4 4	۹ 🗶
Filter the current folder ×	° more → 🗄 🗮 👪			
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3. Select View audit log.

Documents / Document Librar	ry / Demo User Documents	■ ★ ■ A P Q X
Created on	06-11-2014 16:06	☆ Add Favourites
Last modified	09-08-2021 21:51	Edit properties
Owner	Claromentis Administrator	View properties
Workflow	None	View/edit permissions
Description	Demo users can upload documents within this folder	🔫 View audit log
Description		Start monitoring
		Notify me when updated

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

Documents / Document Library / Demo User Documents	■ ★ □ 五 ₽ Q %
Type to filter this list Export audit log to file	☆ Add Favourites✓ Edit properties
Claromentis Administrator 09-08-2021 21:51 09-08-2021 21:51	View properties
Added child folder (Demo Folder) Subcategory: Add folder • IP address: 172.103.171.43 • Proxy IP:	 View/edit permissions
	View audit logStart monitoring
Claromentis Administrator 26-02-2018 14:06 26-02-2018 14:06 Set Creator 1	Notify me when updated
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:	

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	x 2 4 5 a * i
Sample Document 10.pdf 🛧	⑦ Download document
Ξ Microsoft Word - Sam 1 / 2 − 90% + Ξ δ) 🛓	Overview C ✓ Edit properties Overview C ✓ Edit properties Eview Date Image: Delete
Tel (+44) 1273 666355 support@claromentis.com	Author Start monitoring document Notify me when updated
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1.1 LOREM IPSUM	

ocuments / Document Library / Demo User Documents / Sample Document 10.pdf	
Sample Document 10.pdf 🙀	💿 Download document 🔹 Check Out 🖸 🗊 🖻
Type to filter this list	Export audit log to file Comments
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:	Author
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:	Last modified on 13-01-2015 09:25 Owner Claromentis Administrator
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:	Created on 13-01-2015 09:25 Viewed by
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:	

Last modified on 30 November 2023 by Hannah Door

Created on 6 August 2021 by Veronica Kim Tags: documents, files, user guide, monitor, notification