



## Documents: How to Monitor Files & Folders

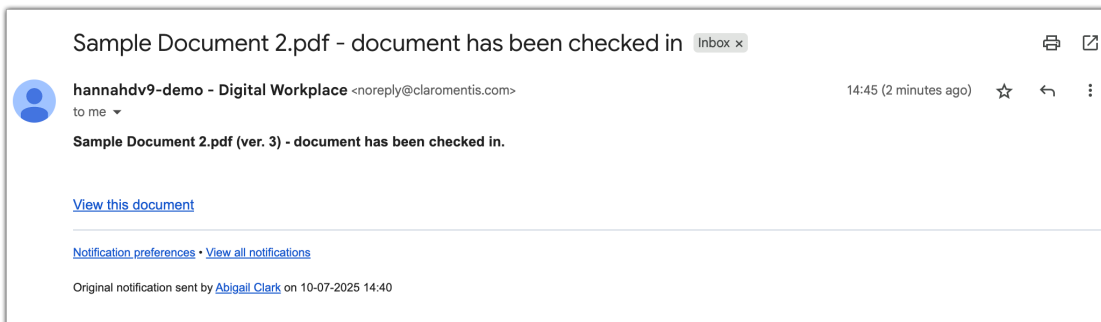
Users can monitor folders or files on the front end of the Document application.

This means notifications will be sent if new files are added, updated, or deleted from it.

Users will only be able to monitor files and folders they have permission to view.

- [Monitor folders](#)
- [Monitor files](#)
- [Cancel monitoring](#)
- [View folder & document audit log](#)

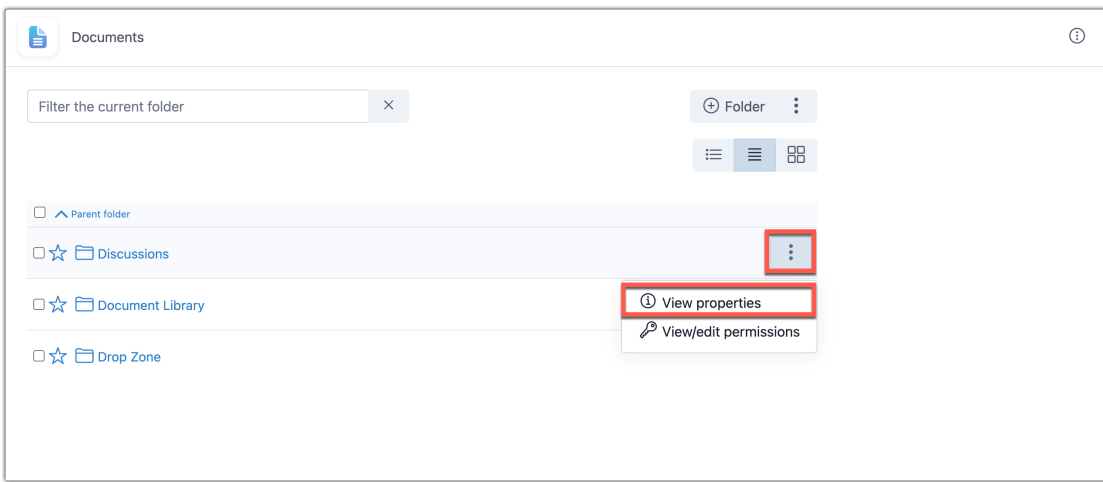
**Reminder:** Notifications will be sent in the type chosen in [user preferences](#); users will need to check that they are set to receive correspondence in the type they expect, e.g. email & in system, and update this if necessary.



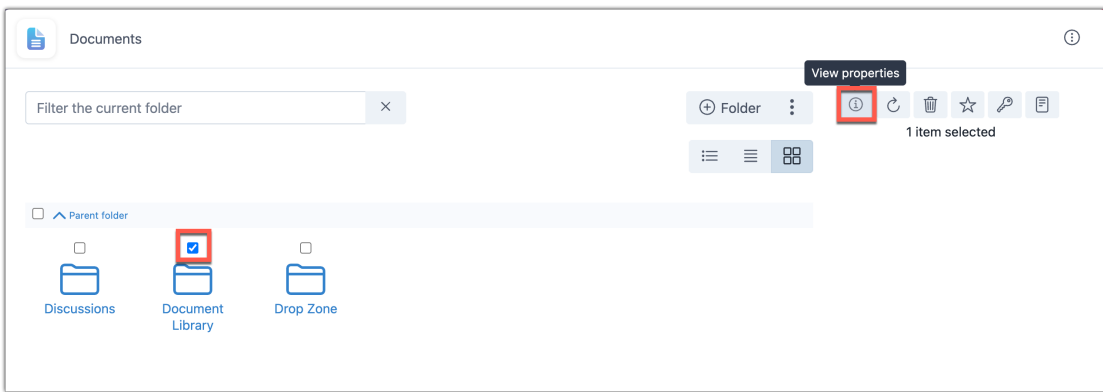
## How to monitor folders

1. Head to **Applications > Documents**
2. Find the folder you would like to monitor.
3. Select **View Properties** using (a) the 3-dot menu next to the relevant folder or (b) checking the box next to the folder and clicking the icon for properties.

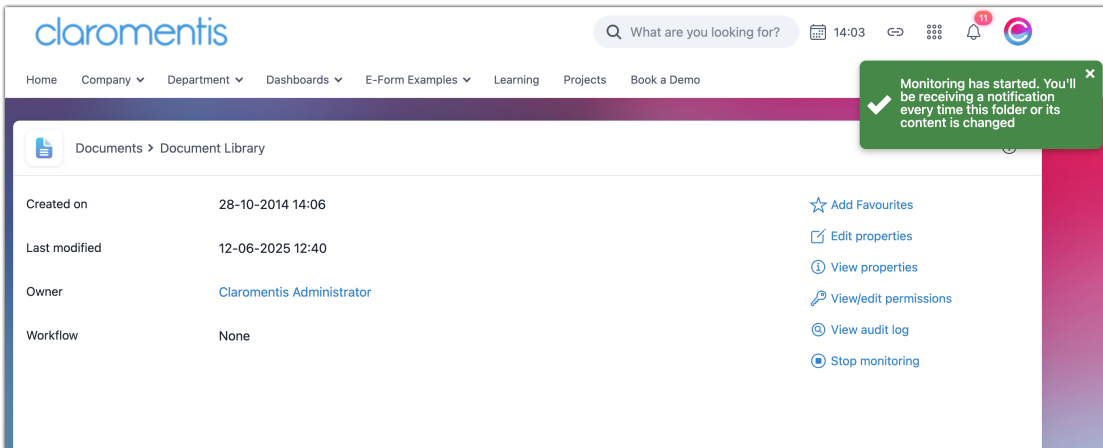
### List & Minimal List View



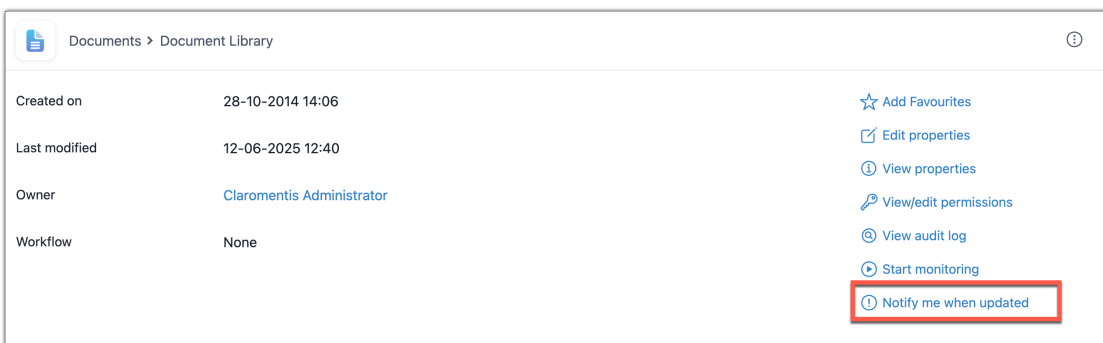
### Thumbnail View



4. Select **Start Monitoring** and a green confirmation message will appear on screen. Any changes within the folder and its sub-folders will generate a notification.



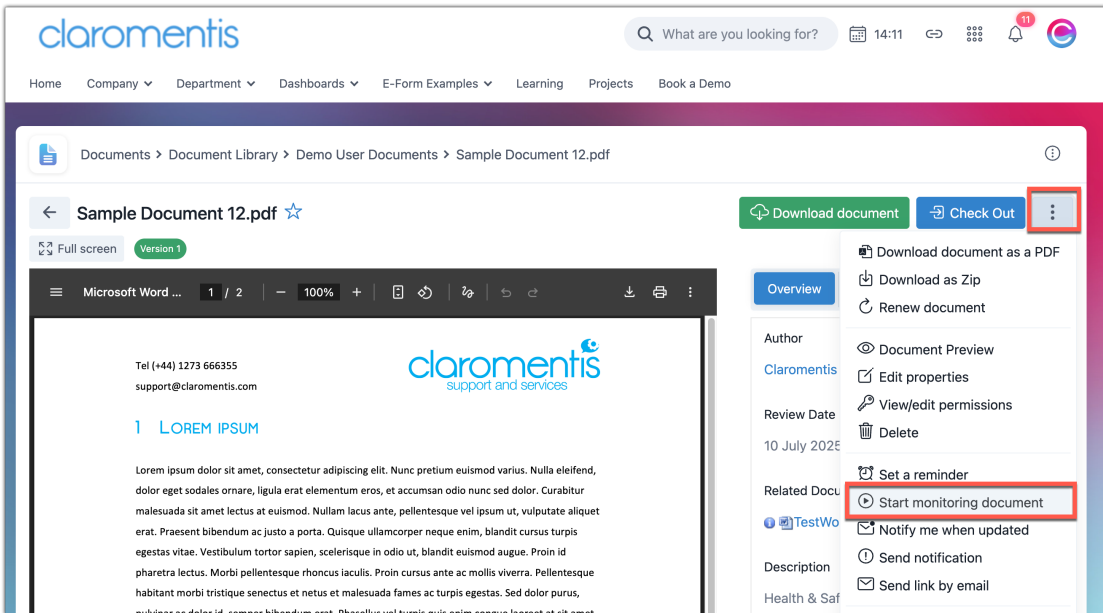
If you only wish to receive a one-time-only notification about the next change that takes place to the folder select '**Notify me when updated**' instead:



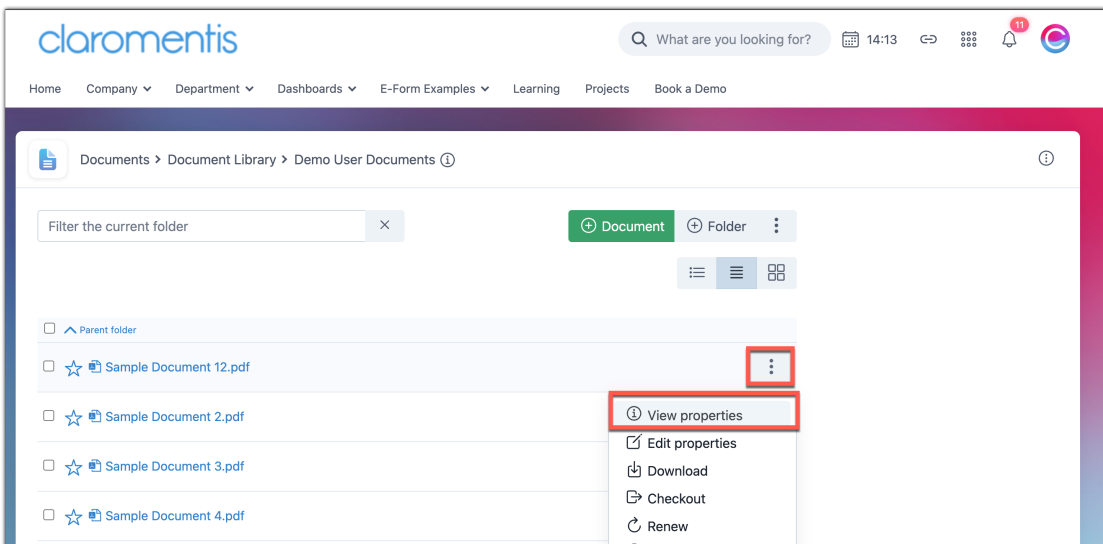
# How to monitor files

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

1. Head to **Applications > Documents**.
2. Navigate to the file you would like to monitor and open it.
- 3a. If the preview page is enabled, click the 3 dots and then select **Start monitoring document**.

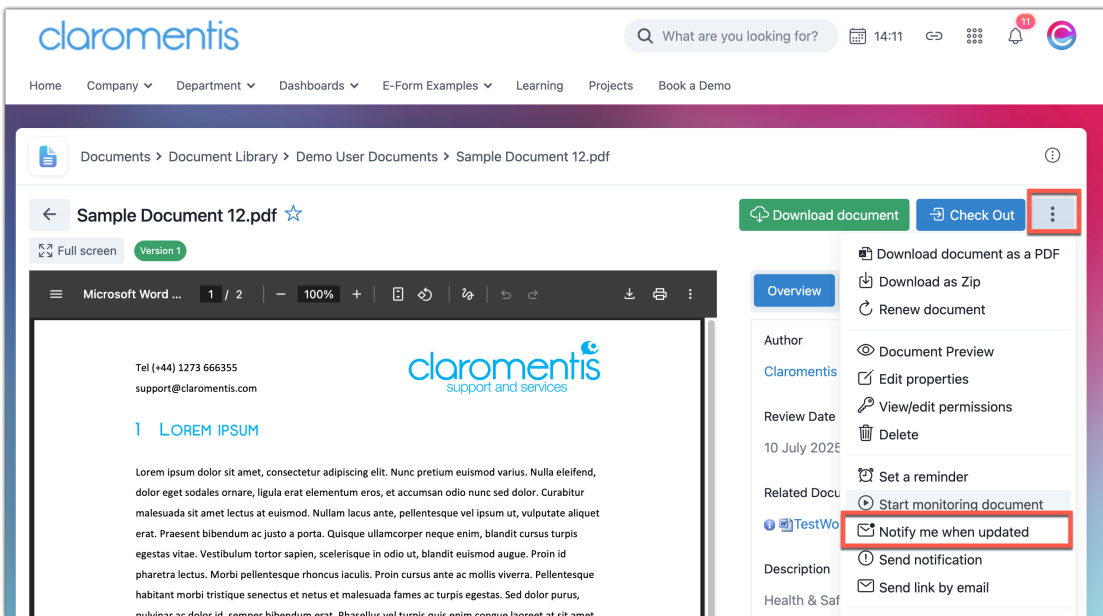


- 3b. If the preview page is not enabled, click the 3-dots and select **View Properties**, then the next 3-dot menu and **Start monitoring document**.



4. An on-screen message will confirm that you are monitoring the file and will receive notifications for all changes going forward.

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

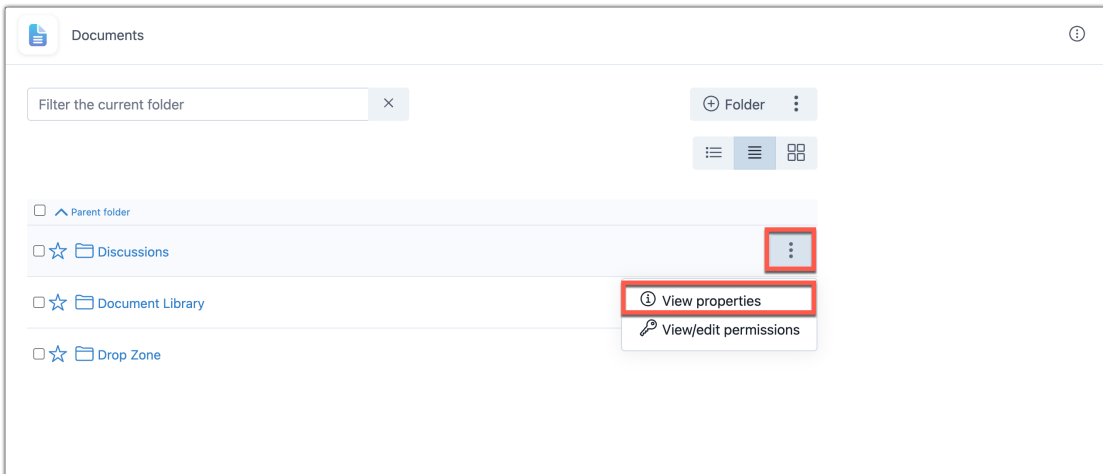


## How to cancel monitoring folders & documents

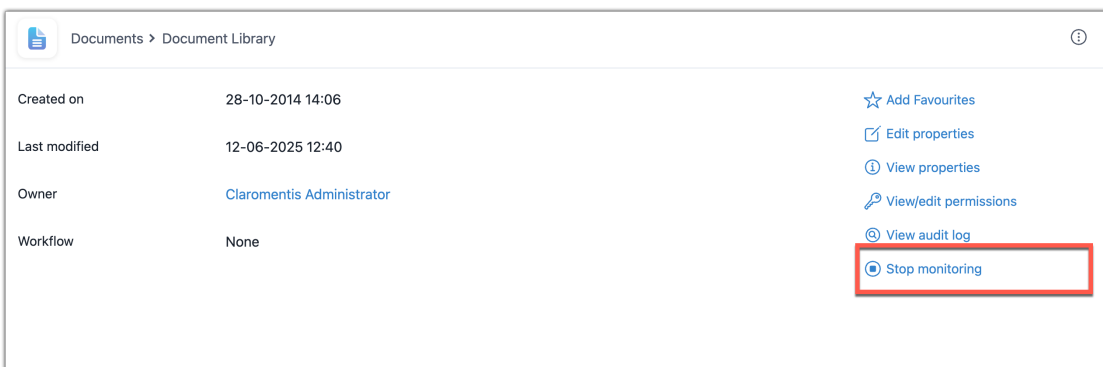
Cancelling the monitor function will stop any further notifications from being generated.

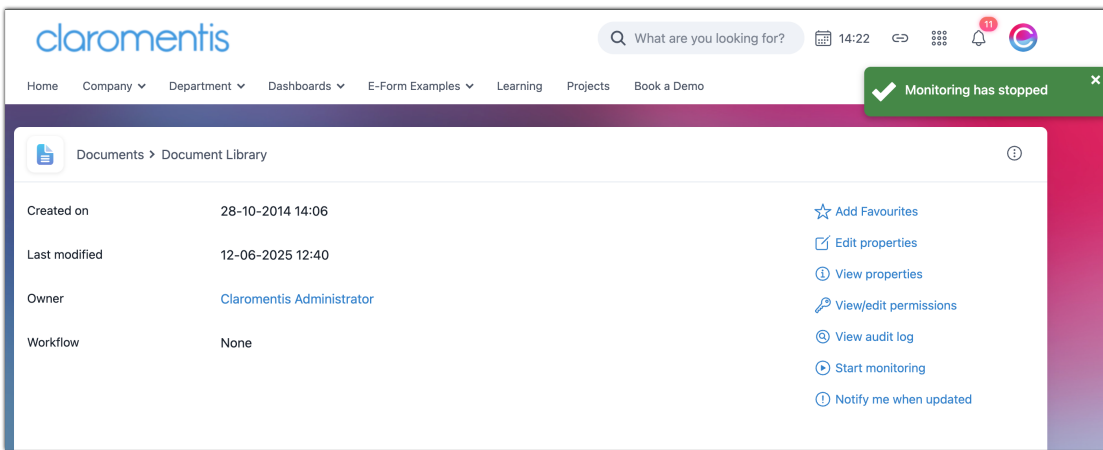
### For folders

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



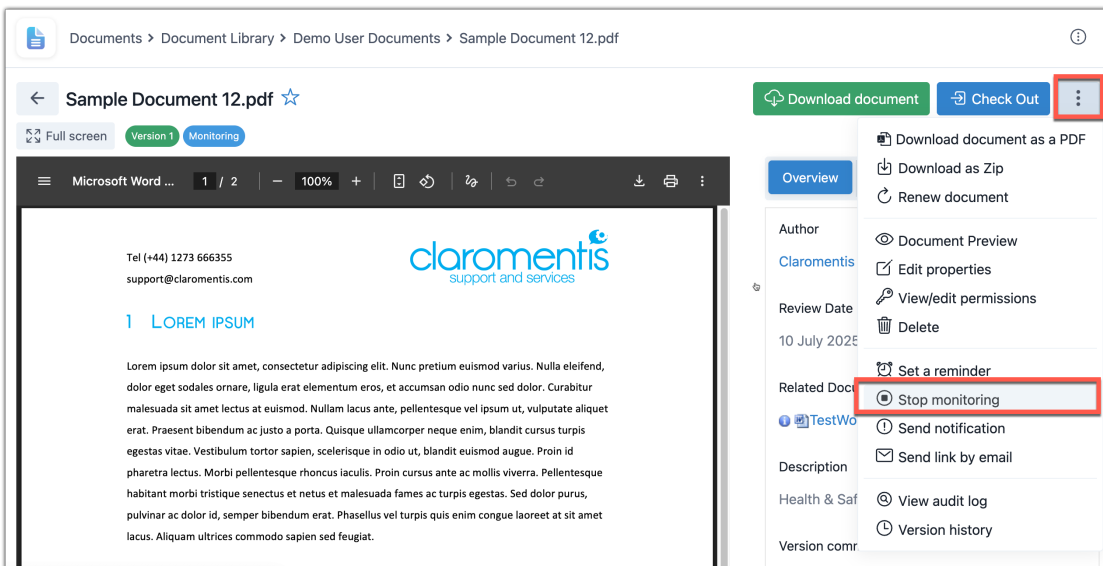
### 3. Select **Stop Monitoring**





## For files

1. Head to **Application > Documents**.
- 2a. If the preview page is enabled on your site, click the 3 dots and then select **Stop monitoring**.
- 2b. If the preview page is not enabled, click the 3-dots and select **View Properties**, then the next 3-dot menu and **Stop monitoring**.

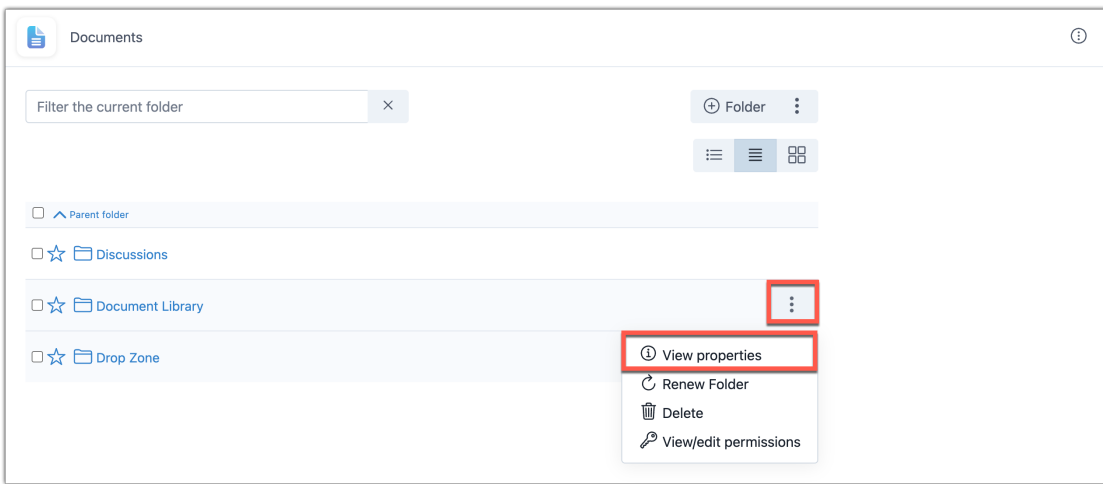


## How to view the folder & file audit log

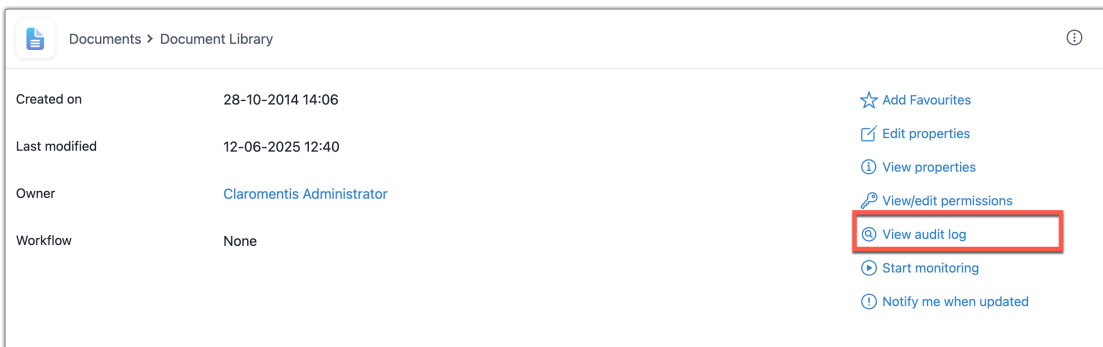
The audit log can be used to track changes over time if you do not wish to monitor every folder or file.

### For folders

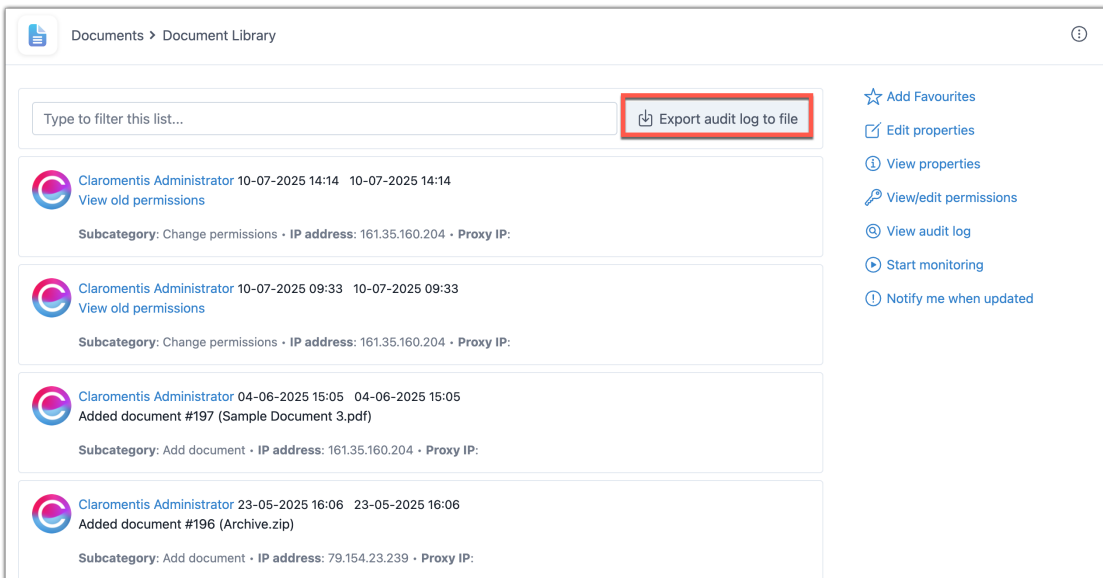
1. Navigate to **Applications > Documents**
2. Select **View Properties** using the arrow next to the relevant folder.



### 3. Select **View audit log**



4. The audit items for the folder will be listed. The data can be exported to a CSV for reference or your records.

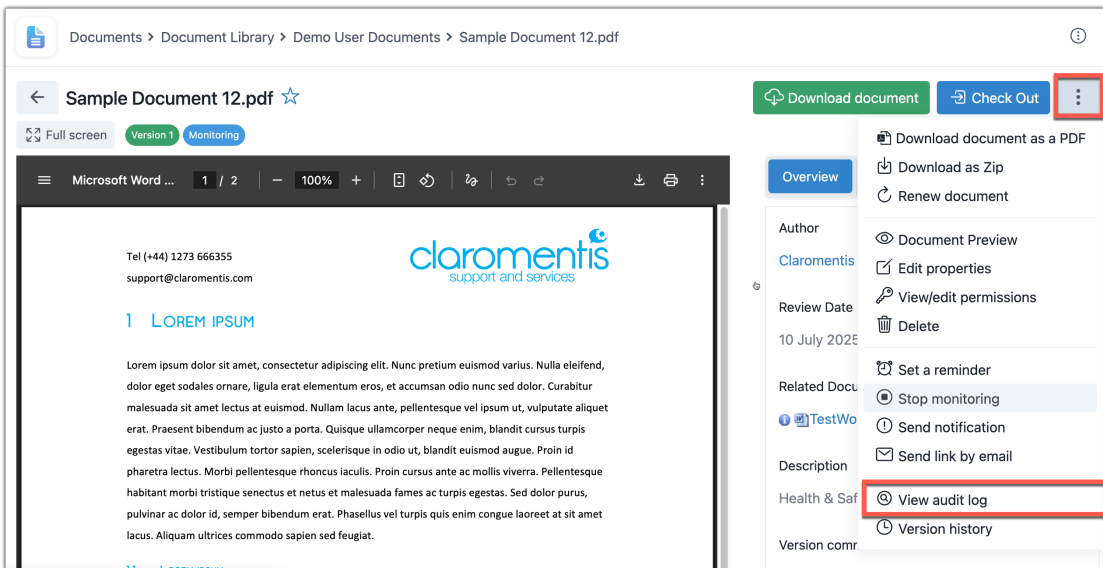


## For Files

1. Head to **Application > Documents** and navigate to the file.
2. Click on it to open its preview page, or if this is disabled, click the 3-dot menu to select **View Properties**



3. Click the 3-dot menu on the preview page and select **View audit log**



4. The audit items for the folder will be listed. The data can be exported to a CSV for reference or your records.

