

## 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](#)

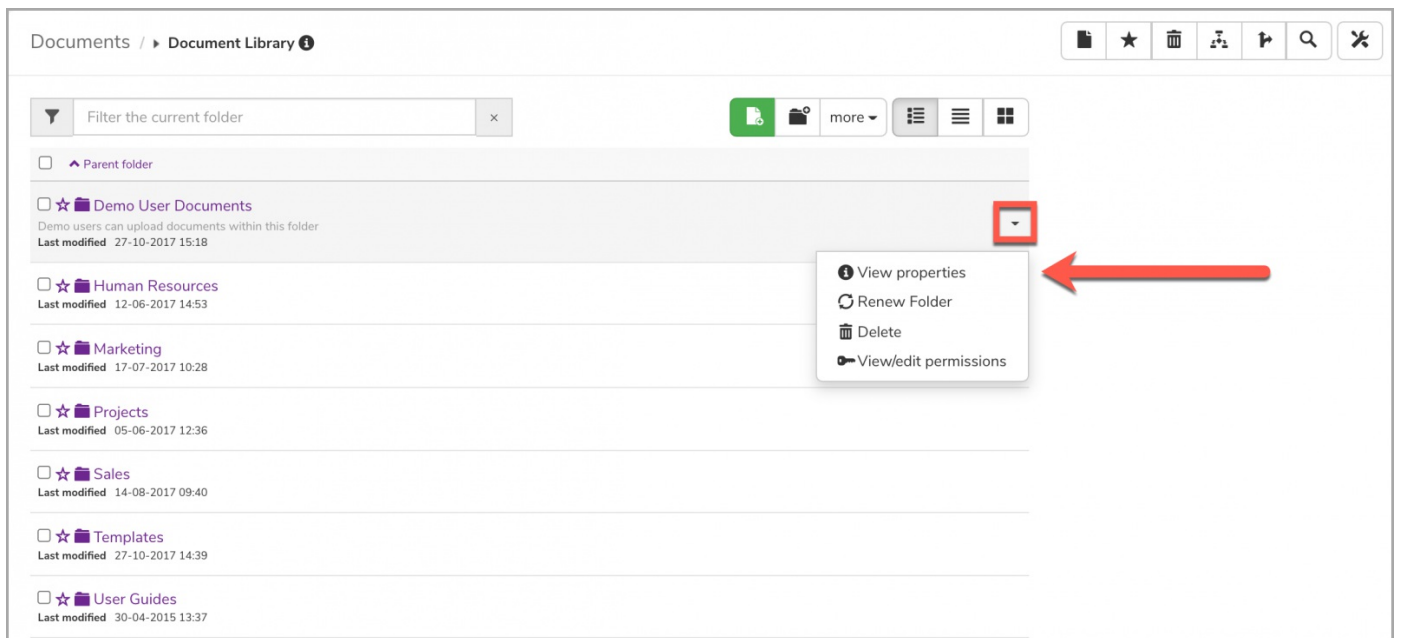
**Reminder:** To ensure no updates are missed, check notification preferences are set correctly for the Documents application. For more information on how to set notification preferences, click [here](#).

### How to monitor folders

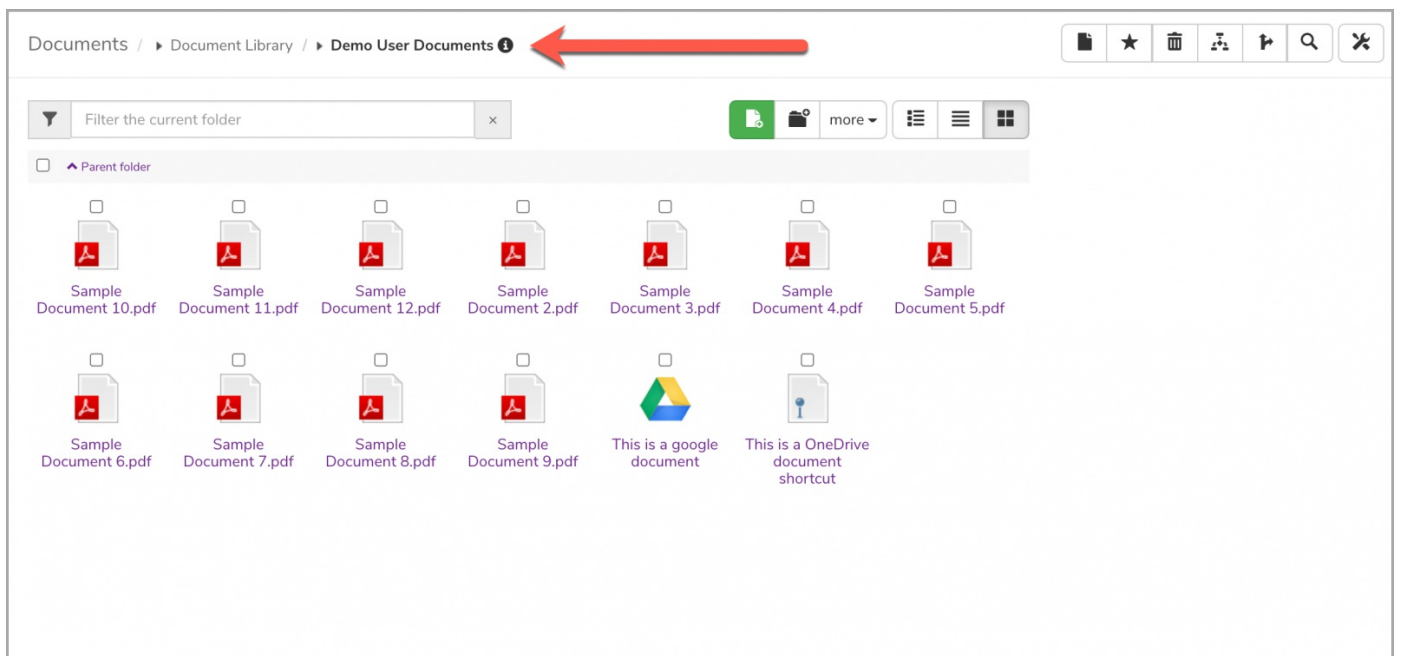
When monitoring a folder, any changes within the folder and its sub-folders will generate a notification.

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.

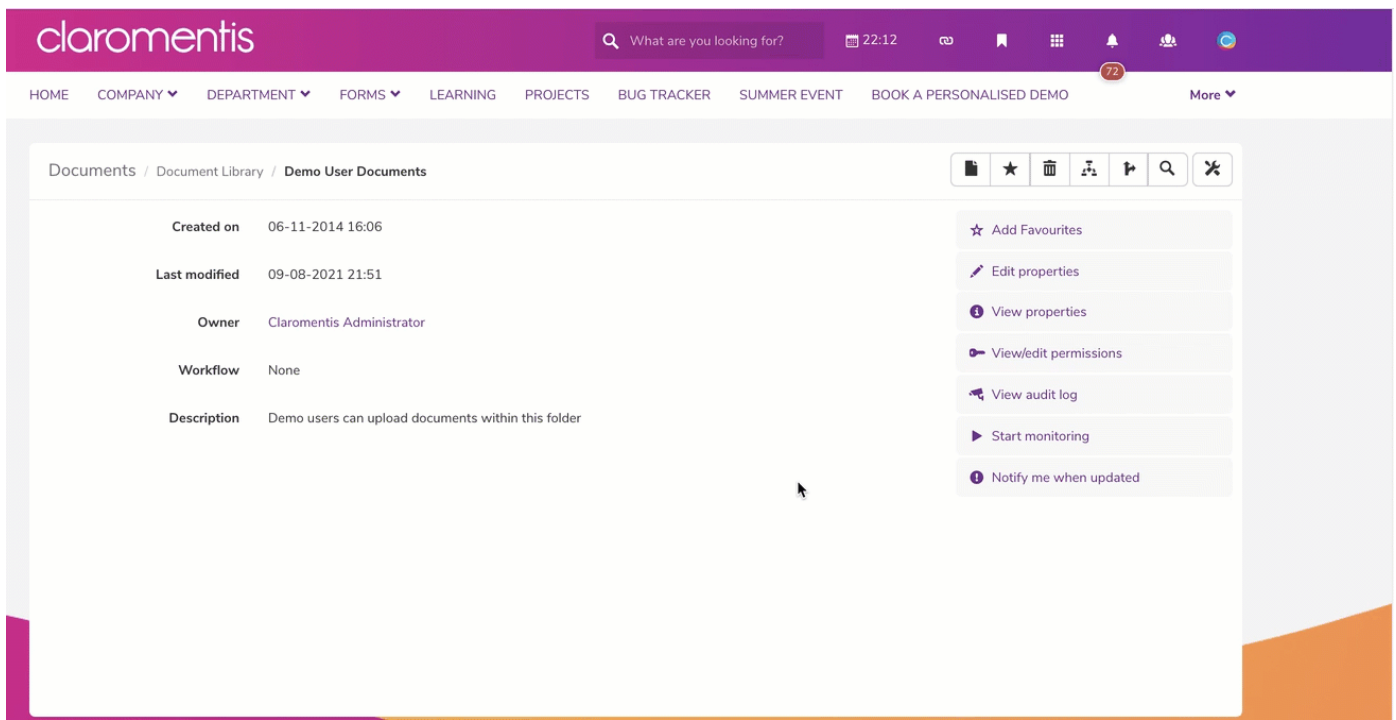
#### List View



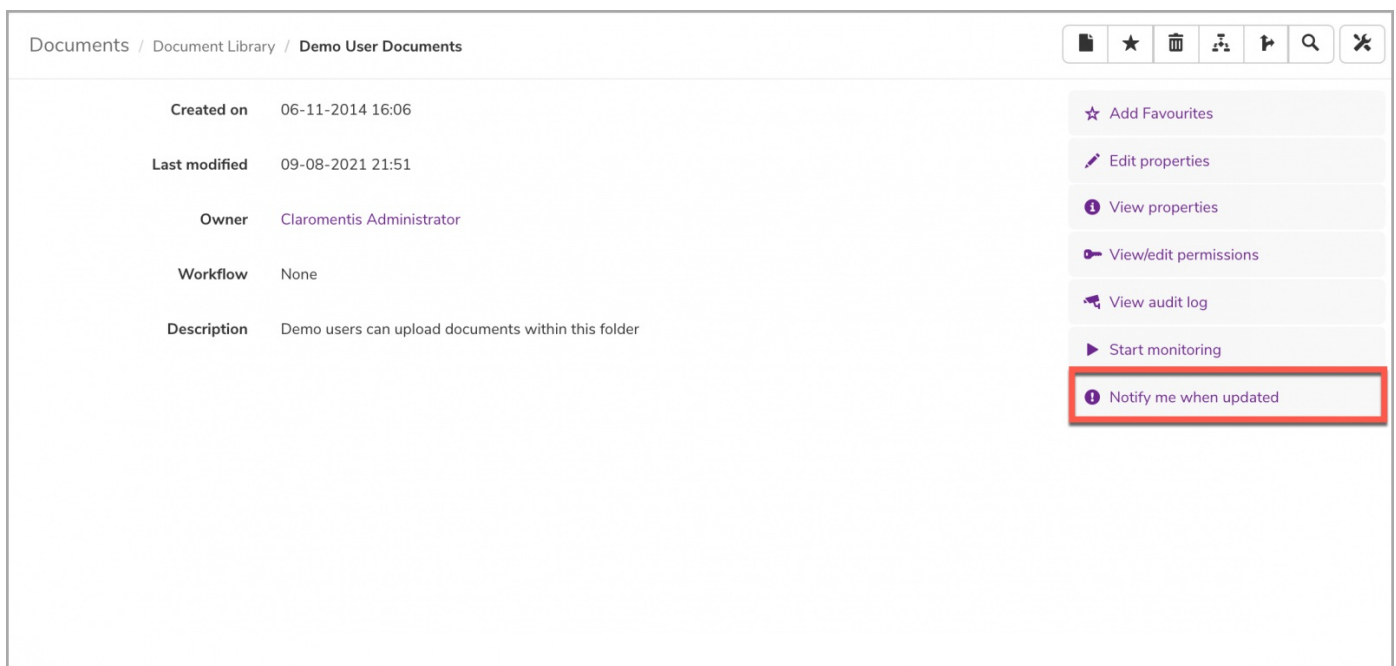
### Thumbnail View



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.

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What are you looking for?

22:10

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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

**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**:

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Review Date

Author

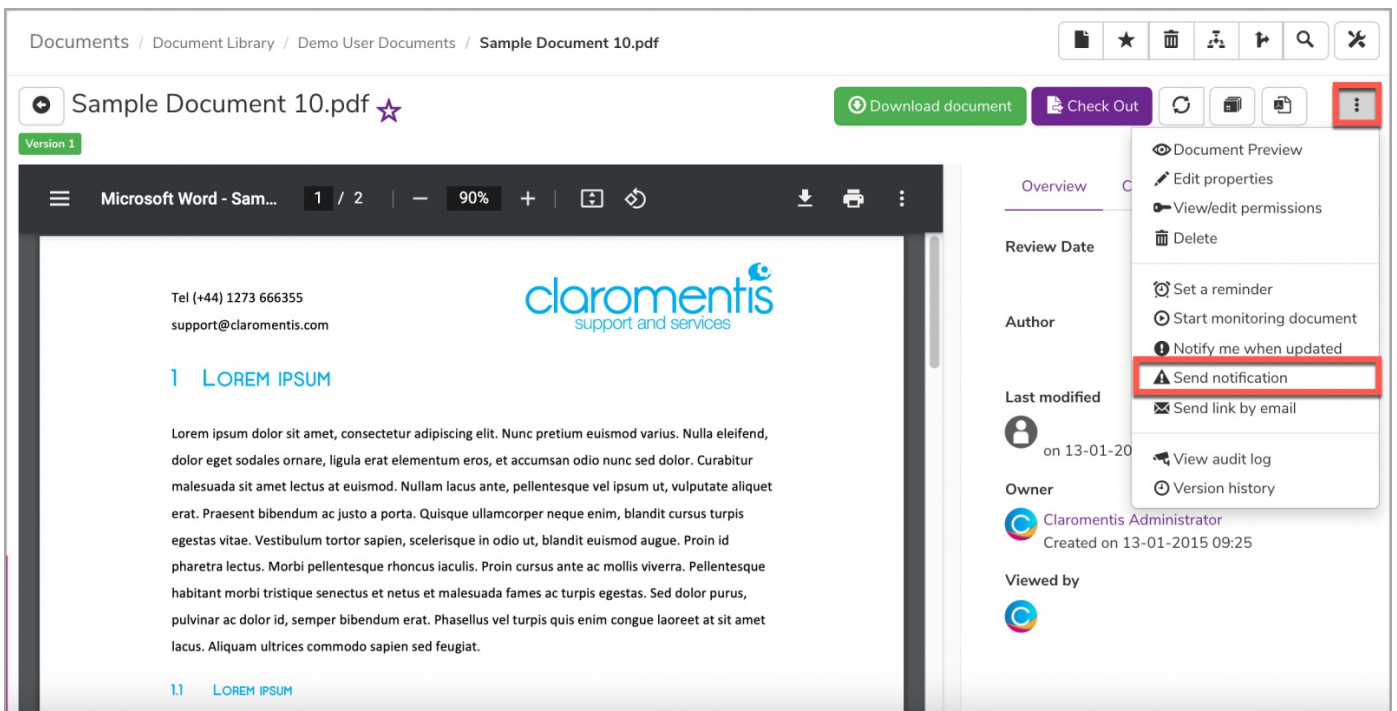
Last modified  
on 13-01-20

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

Viewed by

- 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

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

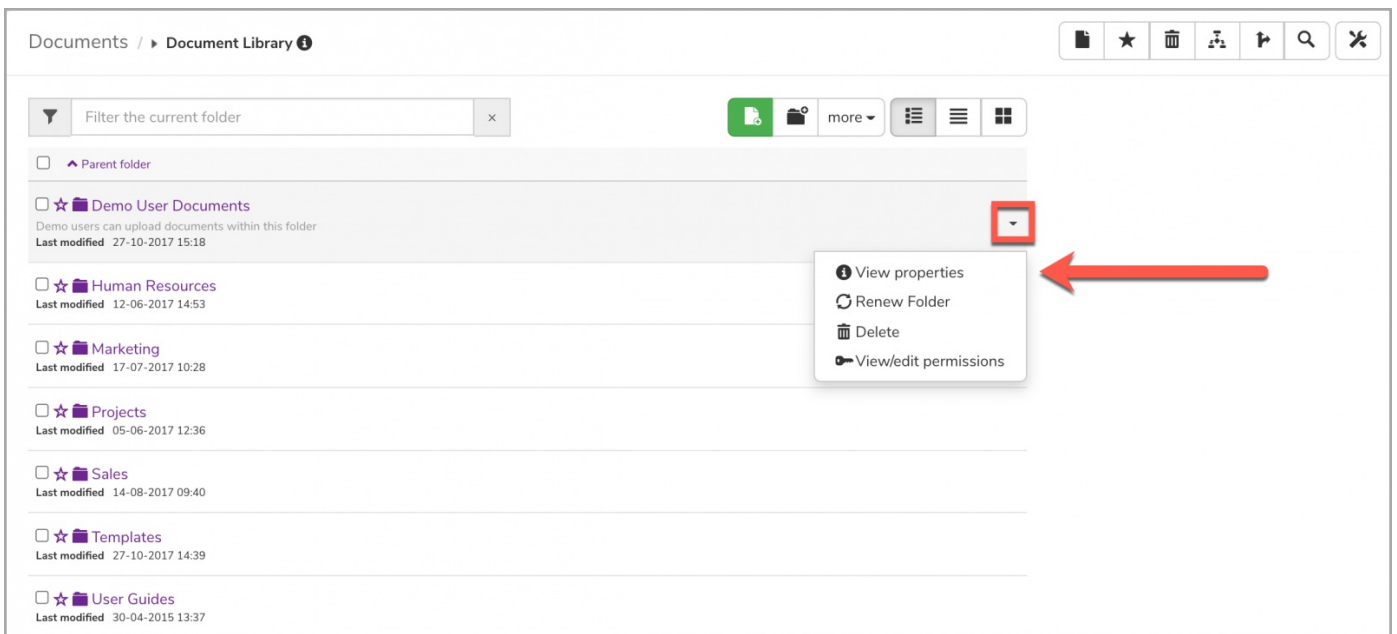


## How to cancel monitoring folders & documents

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

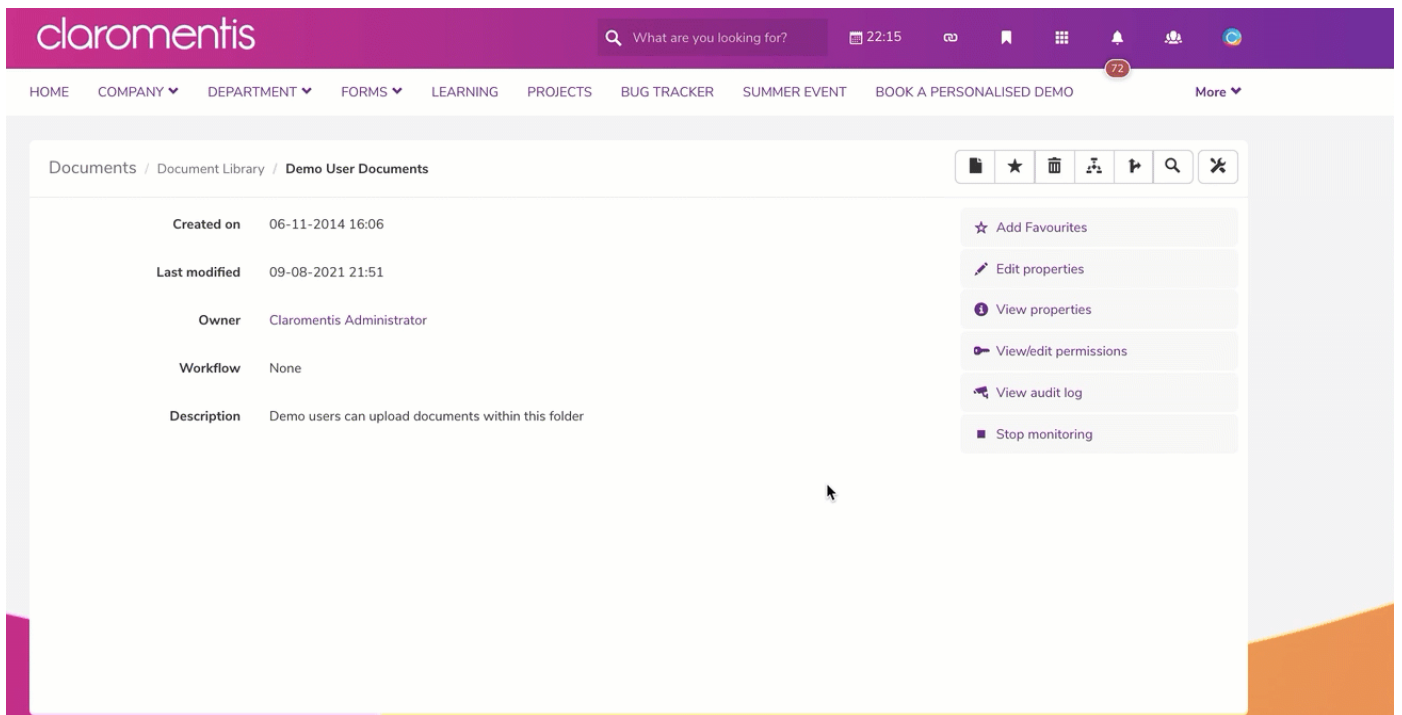
### For folders

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.



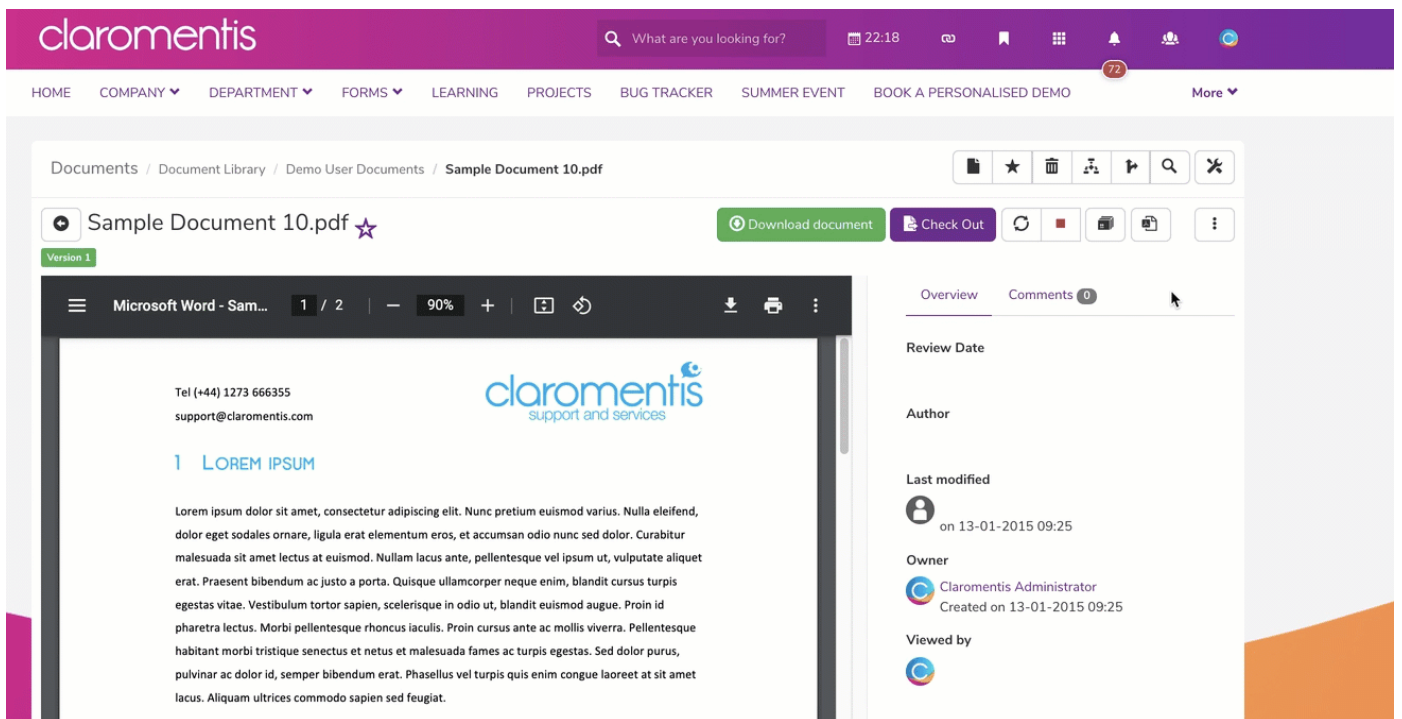
3. Select '**Stop Monitoring**'





### 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.

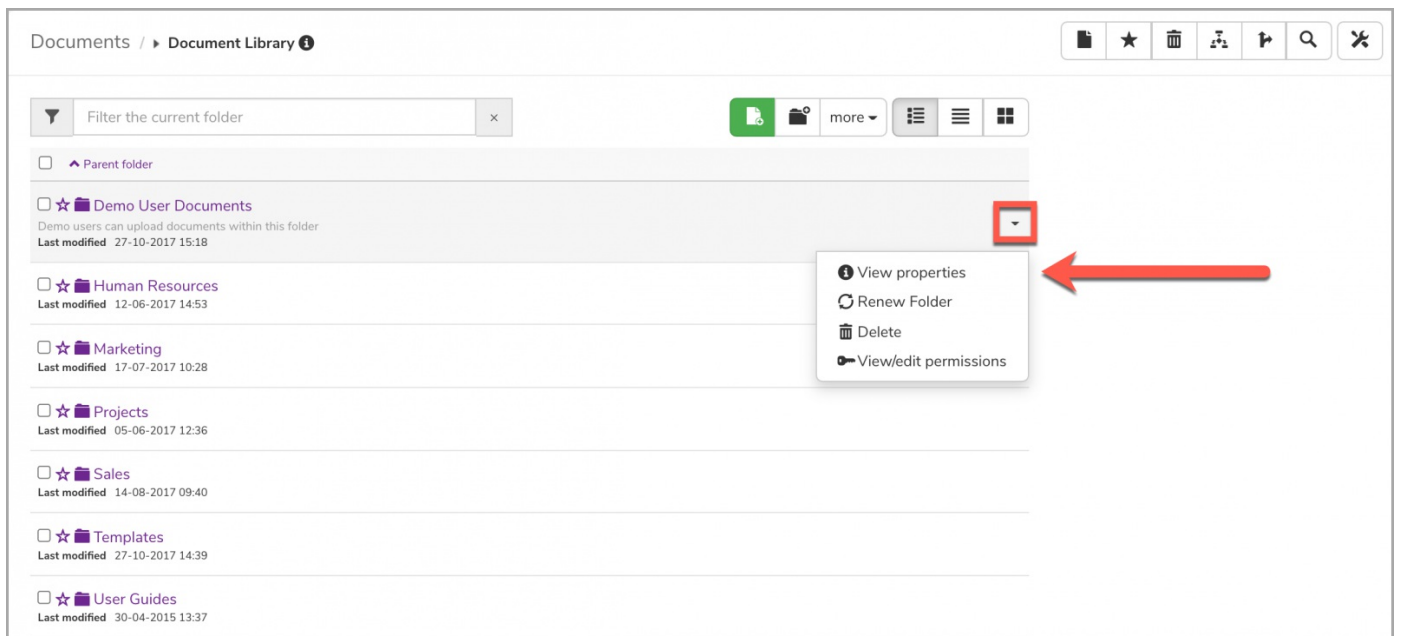


## How to view folder & file audit log

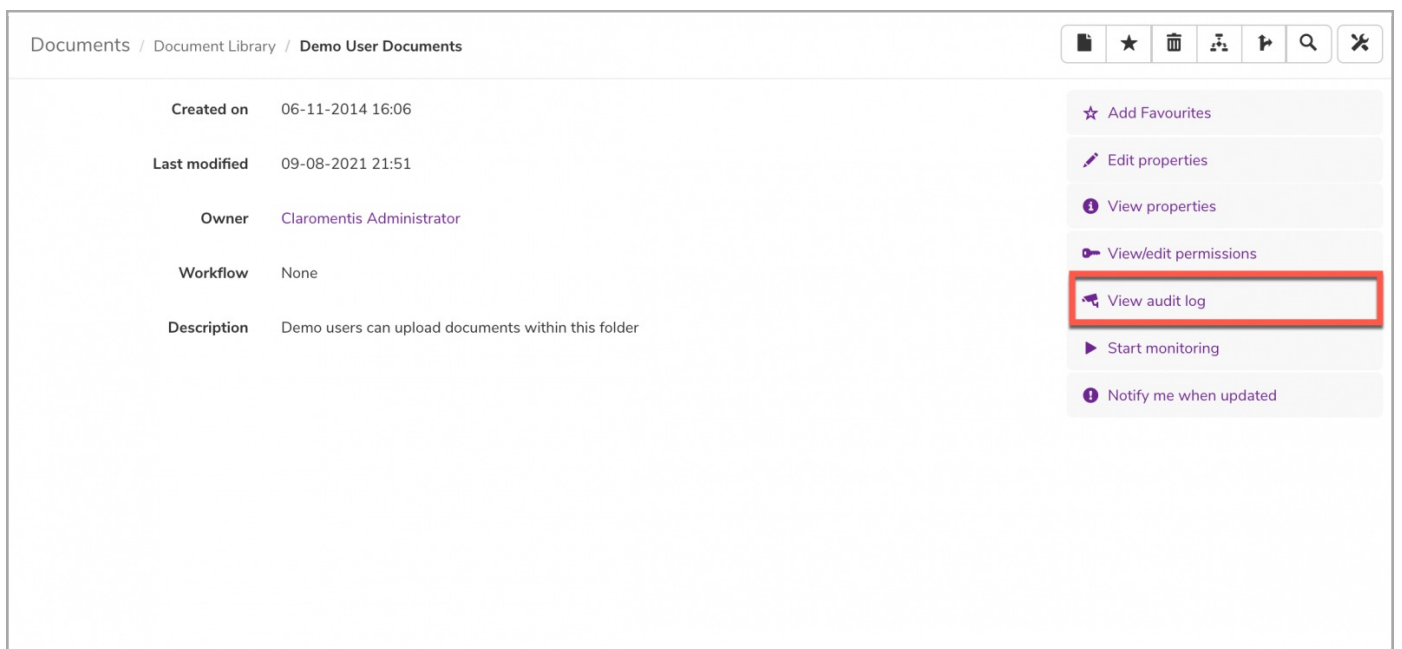
Each document will have an audit log that can be generated if you ever need a record of changes made. This can be a useful alternative if you do not wish to monitor every folder.

### For folders

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



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



### 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.

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Overview

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Author

Last modified on 13-01-20

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

Viewed by

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

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



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Type to filter this list...

Export audit log to file

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:

Overview

Comments 0

Review Date

Author

Last modified

on 13-01-2015 09:25

Owner

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

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Last modified on 30 November 2023 by [Hannah Door](#)

Created on 6 August 2021 by [Veronica Kim](#)  
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