



# Activity Log

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Activity logs help you keep track of activities performed by all the collaborators in the base. It allows you to stay on top of all the changes and refer to who made what changes and when.

## How does it work?

At the top right corner of the table, Click **Log**.

This opens up a pane, featuring 3 different drop-down menus.

1. **Category of logs**
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## 1. Category of logs - Below is a list of log categories

- Base Actions - Shows activities performed on the base (Creating / deleting / moving bases)
- All Tables - Shows activities performed across all the tables in your base
- Individual Tables - By selecting a particular table, it shows activities performed on the table inside your base.

By default, the base log shows the current table's activity log, the interface consists of three options.

The screenshot shows the Zoho Tables interface for a 'Marketing Plan' table. The table is displayed in 'View 6' and contains 6 records. The columns are: Category, Name, Q1, Priority, Content Review, Shipped, and Script Writer. The 'Script Writer' column shows user avatars and names. The second record is highlighted with a green border.

	Category	Name	Q1	Priority	Content Review	Shipped	Script Writer
1	Content	Sally	Landing Page	High	Change the content		Merin Mary Jacob
2	Video	Karen	Website SEO	Low	Office based content is missing		Merin Mary J...
3	Newsletter	Ruth	Social Media	High			
4	Mailer	Mia	Email Marketing	Low			
5	Thought Leadership	Luke	Blog	Low			
6	Press Release	Timothy	Ebook	High	Looks good with images		

6 Records

## 2. View-based logs (available only if a table is selected from the category of logs (first drop-down))

- It is table specific. From the category of logs, select an **individual table**
- **All views** shows all the activities that have happened in all the views available on that table
- If you want to view activities related to any specific view, choose the view from the drop-down list.

The screenshot shows the Zoho Tables interface. The main table has columns: Product Name, Product URL, and Reference. It lists various products like Airtable, Smart Sheet, FieldBook, RowShare, Sheetsu, KieverNote, Quickbase, Microsoft List, JotForm Tables, Zenkit, Spreadsheet, Fibery, Monday, Kanbanize, Stacks, Ganttpro, Rowy, Lightpad, NocoDB, Jot Forms, Grid, and Layer. The activity log on the right shows recent actions, including 'Changed base details from Competitors to Leads to' and 'Imported null base'.

Product Name	Product URL	Reference
1 Airtable	<a href="https://airtable.com">https://airtable.com</a>	Connect everything. Achieve anything. Connect everything. Achieve anything...
2 Smart Sheet	<a href="http://smartsheet.com">http://smartsheet.com</a>	The dynamic workspace that moves your business forward.
3 FieldBook	<a href="http://fieldbook.com">http://fieldbook.com</a>	Closed on June 15, 2018, Moved to Facebook
4 RowShare	<a href="https://www.rowshare.com/">https://www.rowshare.com/</a>	Collect and visualize information. In complete confidentiality. Collect and visualize i
5 Sheetsu	<a href="https://sheetsu.com">https://sheetsu.com</a>	Connect Google Sheets. Connect Google Sheets..
6 KieverNote	<a href="https://kievernote.com/">https://kievernote.com/</a>	Data Sync with API - closed
7 Quickbase	<a href="https://www.quickbase.com/">https://www.quickbase.com/</a>	Unified no-code platform. Limitless workflows. Unified no-code platform. Limitless
8 Microsoft List	<a href="https://resources.techcommunity.microsoft.com/microsoft-lists">https://resources.techcommunity.microsoft.com/microsoft-lists</a>	Track information. Organize work. Track information. Organize work...
JotForm Tables	<a href="https://www.jotform.com/products/tables/">https://www.jotform.com/products/tables/</a>	Free Spreadsheet Powered Database Platform. Free Spreadsheet Powered Databas
10 Zenkit	<a href="https://zenkit.com/en/home">https://zenkit.com/en/home</a>	Organize anything, your way. Organize anything, your way...
11 Spreadsheet	<a href="https://www.spreadsheet.com/">https://www.spreadsheet.com/</a>	Spreadsheets that come alive as applications. Spreadsheets that come alive as app
12 Fibery	<a href="https://fibery.io/">https://fibery.io/</a>	Create to Connect. Create to Connect..
13 Monday	<a href="https://monday.com/">https://monday.com/</a>	Project Management application. Project Management application..
14 Kanbanize	<a href="https://kanbanize.com">https://kanbanize.com</a>	Agile at Scale. Agile at Scale..
15 Stacks	<a href="https://stacks.rocks/">https://stacks.rocks/</a>	Your personal To Do and Project Manager in a gorgeous UI. Your personal To Do and
16 Ganttpro	<a href="https://ganttpro.com/">https://ganttpro.com/</a>	Online project management solution based on Gantt charts. Online project manager
17 Rowy	<a href="https://www.rowy.io/">https://www.rowy.io/</a>	GCP as easy as ABC. GCP as easy as ABC..
18 Lightpad	<a href="https://lightpad.ai/">https://lightpad.ai/</a>	CALENDAR FOR THE VISUAL THINKERS. CALENDAR FOR THE VISUAL THINKERS..
19 NocoDB	<a href="https://www.nocodb.com/">https://www.nocodb.com/</a>	NocoDB is an open source #NoCode platform that turns any database into a smart
20 Jot Forms	<a href="https://www.jotform.com/products/tables/">https://www.jotform.com/products/tables/</a>	Free Spreadsheet Powered Database Platform. Free Spreadsheet Powered Databas
21 Grid	<a href="https://grid.io/">https://grid.io/</a>	Turn your spreadsheets into interactive web documents. Turn your spreadsheets int
22 Layer	<a href="https://golayer.io/">https://golayer.io/</a>	Spreadsheet Workflows You Always Wanted. Spreadsheet Workflows You Always V

### 3. Order of logs

Choose whether to order the logs ascending or descending based on your preference.

We have shown the whole process in the GIF below.

The screenshot shows the Zoho Tables interface. The main table has columns: Video Script, Seconds, Video Type, Video Thumbnail, Delegates, Designation, and Date. It lists various video scripts like Script A, Script B, Script C, Script D, Script E, Script F, Script G, Script H, Script I, and Script J. The activity log on the right shows recent actions, including 'Script Progress'.

Video Script	Seconds	Video Type	Video Thumbnail	Delegates	Designation	Date
1 Script A	10 sec	Insta reels		Karen	Manager	31/05/2022
2 Script B	15 sec	Youtube Shorts		Michelle	Associate	08/06/2022
3 Script C	20 sec	Vimeo		Leah	Manager	11/06/2022
4 Script D	10 sec	Insta reels		Tracy	Analyst	13/06/2022
5 Script E	10 sec	Insta reels		Emily	Analyst	15/06/2022
6 Script F	15 sec	Vimeo		Harvey	Associate	13/06/2022
7 Script G	15 sec	Youtube Shorts		Mike	Manager	19/06/2022
8 Script H	10 sec	Insta reels		Donna	Analyst	21/06/2022
9 Script I	10 sec	Insta reels		Robert	Manager	21/06/2022
10 Script J	15 sec	Vimeo		Pearson	Associate	22/06/2022