



Working with the People Changes Log

ACS tracks changes made to fields on the Contact Information, Addresses, Profile, Additional Fields, and Family tabs in People. The People Changes Log and Address Change Log display these changes in a grid view, which you can sort, filter, or print.


When you change addresses on individual records, ACS tracks the changes in the Address Change Log. If you change an address, it displays in the change log, and you can print information regarding the change using the Listing of Address Changes report. If an unintended change was made to an address, you can right click on the address and select the **Revert Address** option to correct it.


The People Changes Log tracks the additions of new records from the Start New Family, Add Family Member, and Change Family Unit: Start New options, as well as the Add options in the Family Members section on the Family tab.

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **People** and click **Go** .
3. On the **People Changes Log** tab, select **Activate People Changes Log**.
4. Click **OK**.

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **People** and click **Go** .
3. On the **People Changes Log** tab, click **View Address Log**.
4. Right-click on the address you want to revert, and click **Revert Address**.
5. A confirmation message displays, click **Yes**.

You can also clear the People and Address Change Logs (*archived addresses do not clear*).

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **People** and click **Go** .
3. On the **People Changes Log** tab, under **Clear Log Options**, select **People Changes Log**.
4. Select **All** or **by Date Range**. If you selected **by Date range**, select or enter the beginning and ending date for your date range in the **From** and **To** fields.
5. Click **Clear**.
6. When the confirmation message displays, click **Yes**. A message displays indicating the People Changes Log has been cleared for the selected date range.
7. Click **OK** twice.

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2. In the drop-down list, select **People** and click **Go** .
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5. Click **Clear**.
6. When the confirmation message displays, click **Yes**. A message displays indicating that the Address Changes Log has been cleared for the selected date range.
7. Click **OK** twice.

