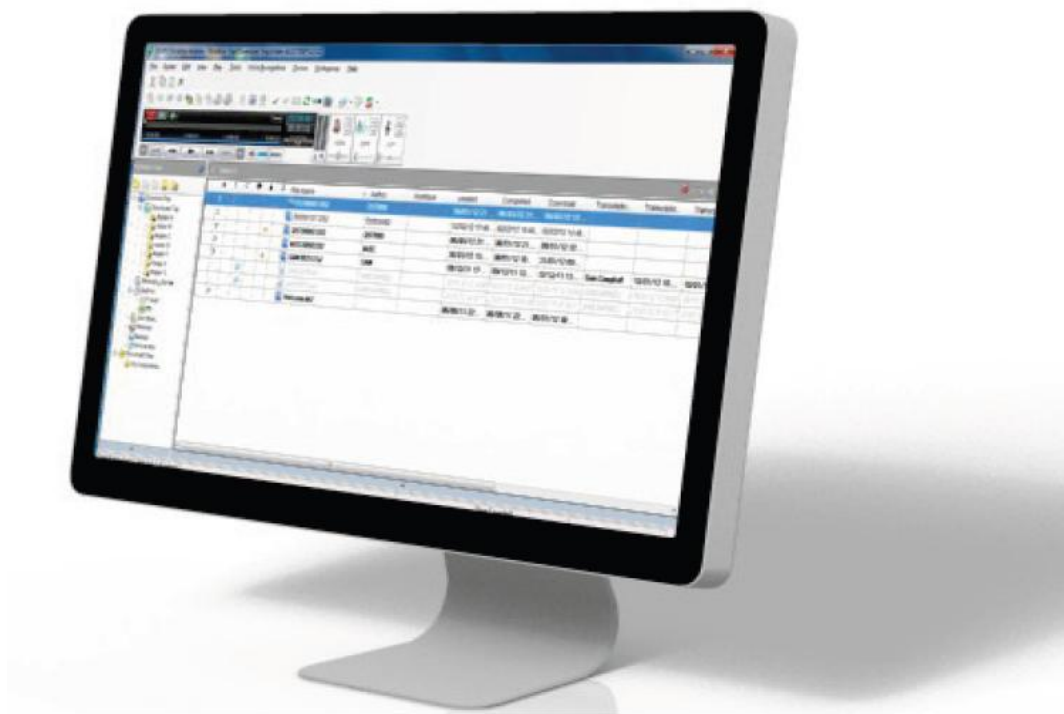


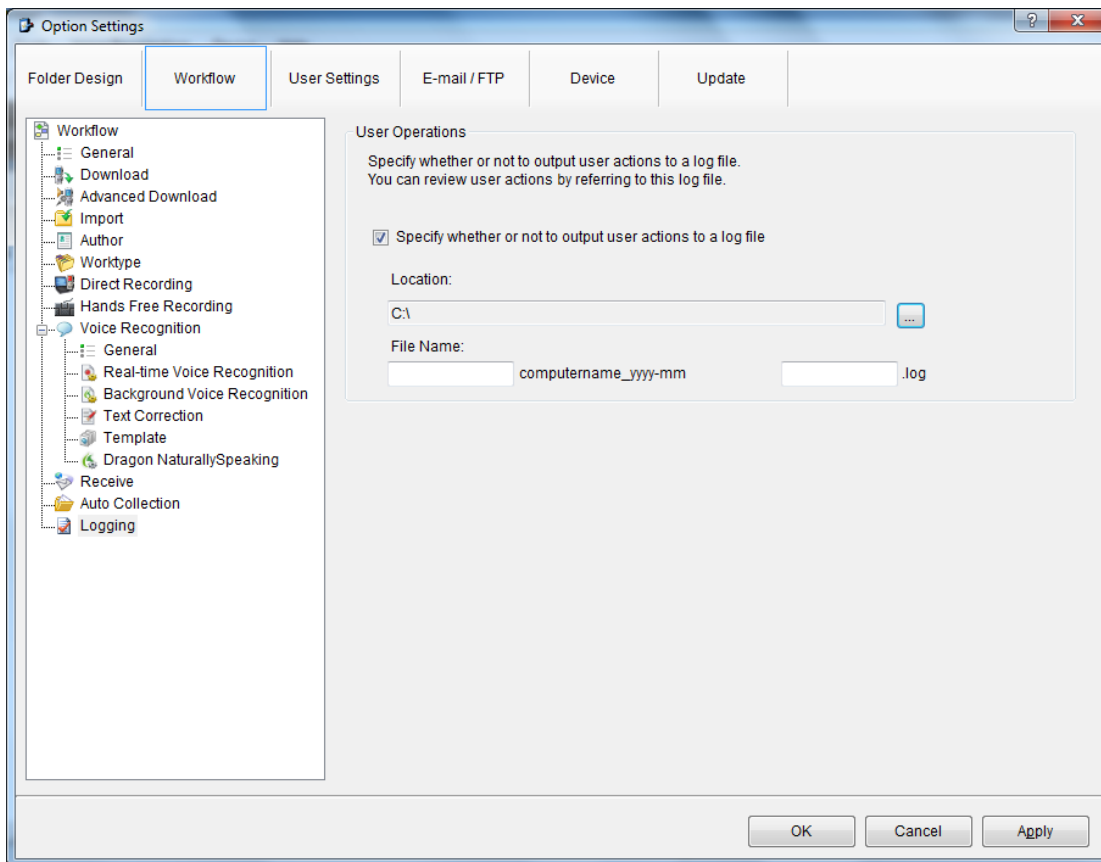
# ODMS – How to Use the Logging Function

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The logging function provides a basic output of user actions. Whilst the feature is not a complete workflow-level log. It can provide basic information such as file movement and changes made to a dictation.

## Tools > Option > Workflow > Logging.



- To output a users actions, tick the **Specify whether or not to output user...**
- The **location** and **default name** of the log file can also be specified here.
- Then click **Apply/OK**.

