# Improve – Filters & Audit Logs

*This guide will show you the Filter and Audit Log features in Improve, which may help you work in Improve a bit easier.*

*If you have questions about how to access and use Improve, please contact Allison Hughes:*

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## Using Filters

1. The important thing to remember about Filters is that they are not available on all pages in Improve. For assessment, they're available under Course Planning, Department Planning, Summary Unit Planning, SLO Planning and SAO Planning. For program review, they're available under Program Review Narratives, Annual Plans and Objectives, Action Plans & Resource Requests.
2. To access a filter, click on the blue funnel icon at the top left of the page.
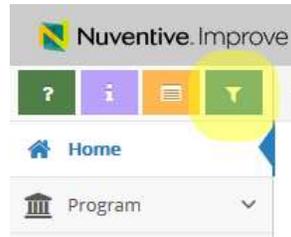


3. The Filter for the page will appear at the top of the page and depending on the page you are on, you will see different options for your filters. Set your filters to only show you current information, or the information you're looking for. Do this by using the status, date, or cycle filters.
   a. Once you've set a filter, it will stay in place on a page unless you remove it, so consider clearing all the filters when you're finished if you are not the only person who access your department or program in Improve. Otherwise, feel free to leave your filters in place and edit them as needed in the future.
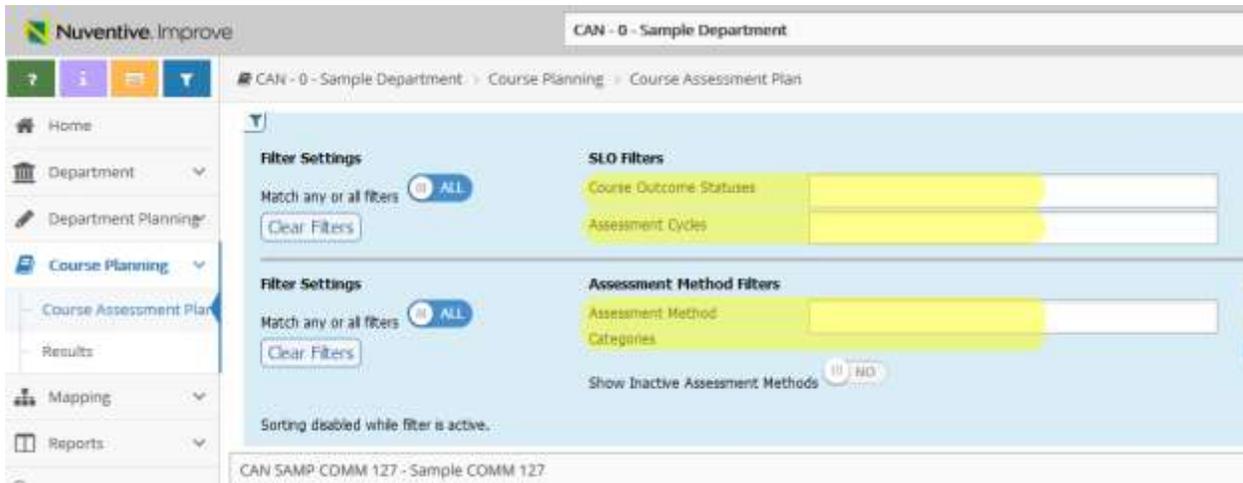
## Using the Audit Logs

1. Like with Filters, Audit Logs are also not available on all pages in Improve. For assessment, they're available under Course Planning, Department Planning, Summary Unit Planning, SLO Planning and SAO Planning. For program review, they're available under Program Review Narratives, Annual Plans and Objectives, Action Plans & Resource Requests.
2. To access the audit log for a page, click on the orange table icon at the top left of the page.



3. The audit log appears at the top of the page and shows you a list of all the activity on that page, including the date the changes were made, who made them, what changes they made and what item was changed.
   a. The audit log will only show edits an additions that were saved. If you make edits and/or additions in Improve, but do not click Save at the top right, those changes will not be saved and they won't be reflected in the Audit Logs.

4. To see the details of a page you can click the link the Type column, the pop up that appears will show you a comparison of the old values compared to the new.
   a. This is a great way to find old information that might have been saved over or accidentally removed.

| Date | Personnel | Type | Object |
|------|-----------|------|--------|
| 01/07/2019 | **Program Review** | Add | Follow-Up |
| 01/07/2019 | **Program Review** | Add | Action |
| 01/22/2018 | **Allison Hughes** | Add | Action |
| 01/17/2018 | **Allison Hughes** | Edit | Result |

Show activity from the — Show all activity

**Activity Details (Add)**

Date: 01/22/2018
Personnel: Allison Hughes
SLO: Inferential reasoning
Assessment Method: Article analysis
Result: Test Result_3
Action: Redesign assessment tool.

| | Old Value | New Value |
|---|-----------|-----------|
| **Action Date** | | 01/22/2018 |
| **Action** | | Redesign assessment tool. |
| **Action Plan Category** | | Engage in professional development/ consult with the CTTL |

OK