Activity Log

The Activity Log tracks each activity occurring in the order in real time.

To access the Activity Log for an order, select the **Notifications** tab.

Choose **Activity Log** to view. The log contains information for the User, Action, Platform, IP Address, and Date for each entry.

Audit Log

The Audit Log can be accessed from the Post-Closing screen once the order status is set to Closed. The log can be downloaded or printed from the Post-Closing screen.

The Audit Log is composed of all entries from the Activity Log.

Order Audit Log

Digital Close Order #:	TO_8_01302018
Property Address:	146 Technology Center Phoenix, AZ 85257
Lender:	Lauren Lender
Settlement Agent:	BH Title - Cindy Closer
Borrower(s):	Ellie Buyer
Report Generated Date:	October 07, 2019 02:45:04 PM
Central Daylight Time	

User	Action	Platform	IP Address	Date
Lauren Lender	Closed Order	Digital Close Enterprise	12.345.678.90	10/07/2019 02:44 PM
Lauren Lender	Viewed document: "4506-T"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:44 PM
Lauren Lender	Configure Document: "NAME AFFIDAVIT"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:43 PM
Lauren Lender	Delete eSign Tag	Digital Close Enterprise	12.345.678.90	10/07/2019 02:43 PM
Lauren Lender	Delete SignedDate Tag	Digital Close Enterprise	12.345.678.90	10/07/2019 02:43 PM
Lauren Lender	Closing Agent Lauren Lender Sign in document NAME AFFIDAVIT	Digital Close Enterprise	12.345.678.90	10/07/2019 02:42 PM
Lauren Lender	Viewed document: "NAME AFFIDAVIT"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:42 PM
Lauren Lender	Viewed document: "4506-T"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:42 PM
Lauren Lender	Complete order as Ellie Buyer	Digital Close Enterprise	12.345.678.90	10/07/2019 02:41 PM

Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST
Email: support@pavaso.com
Phone/ Closing Hotline: (866) 288-7051, Option 3
24/7 Online Help Library: Log into your Pavaso account and click on "Help" next to your name.