

See who opened a record and why

Updated 14 October 2026 · unforged.ai/help/folio/see-who-opened-a-record-and-why

Folio keeps a record of everything that happens to your records, including every time someone opens one and the reason they gave. You can look at one record or across everything.

Before you start

You need permission to read the ledger. Auditors, admins and owners have it to start with.

1 Open the record's history

Open the record and choose the **History** tab. It lists everything that has happened to it, newest first, with who did it, when and why.

2 Look across all your records

Click **Ledger** to see events from every folder, newest first.

3 Filter what you see

Pick someone in **Person or tool**, or the kind of event in **What**, and the list updates straight away. To narrow it to a folder or a day, fill in **Folder or record** or **Day** and click **Filter**.

4 See everything about one event

Click an event's number to open it at the side, with the reason given and how it was done. Use **? Newer** and **Older >** to step through.

Who you'll see

The **Via** column shows how it was done, for example on the web, through the API or by an AI assistant.

Events show the person by name. Someone who has since left your organisation shows as "a former member", and changes Folio makes on its own show as **System**.