

NAVE · HOW IT WORKS

Activity Log

Who changed what in your back office, when, and from where — written once and never rewritten.

For pastors, parish council members and anyone who oversees the office

Why a parish keeps a trail

Most parish office work is done by volunteers, part-timers and accounts that exist for a season. The Activity Log is how the parish can still answer, months later, "who did this, and what did it look like before?"

What one entry tells you

Open **Governance** → **Activity Log**. Each line is one action, newest first, and carries:

- **What happened** — a one-line sentence such as "Maria Lopez — member role changed" or "Opened Safe Environment case — J. Rivera".
- **Who** — the person's display name, or their email if they have no name on file, and the job they held at that moment.
- **When** — in the parish's own time zone, with the zone shown ("Sep 7, 3:15 PM PT").
- **From where** — the network address the request came from, on the entries that record a person opening or exporting sensitive records.
- **What changed** — for edits, up to six fields shown as *before* → *after* ("role: member → pastor"). A blank is shown as a dash.
- **How serious** — a small chip: *Critical*, *Notice* or *Info*. More on this below.

Two ways an entry gets written

Automatically, at the database. For the records that matter most, the database itself writes the entry the moment a row is added, changed or removed. No screen or person is involved, so a change cannot slip past because someone forgot to record it — and it is captured even when Nave's own maintenance jobs make the change. A save that changes nothing is skipped.

As a "someone looked" event. Opening a sensitive record changes no row, yet it is exactly what a parish may need to account for. So certain pages write an entry when opened or exported, naming the person, the time and their network address — as *Notice*, not *Critical*: looking is not wrong, it is simply on the record.

The name is always the real one

Who did it is taken from the sign-in session on the server, never from anything a form could type in. The person's email and job are copied into the entry at that moment, so the trail still reads correctly after they change roles or their account is removed. A deleted volunteer account does not take its history with it.

What is written down — and what is left out on purpose

The log is selective by design. It records the decisions a parish may be asked about later, and it masks the details nobody needs a second copy of.

Recorded automatically

- **Access:** every member added, changed or removed; every access grid and per-instance exception; every invitation sent, updated or revoked; ministry directors, group seats and sacrament leads; extra roles; job templates.
- **Features:** each feature switched on, off or changed.
- **The sacramental register:** every entry recorded, amended or deleted. And when a candidate's whole case is deleted from the back office — that one, but not the routine status changes around it.
- **Emergency alerts:** sent or removed.
- **Announcements:** posted, deleted, or edited in a way a reader would notice (title, text, category, dates, flyer, linked event). Reordering the list is not an event.
- **Safeguarding:** Safe Environment records, training and clearance credentials, and the fields on a minister's seat that matter — status, contact details, training dates, notes.
- **People:** a person record added or removed, and changes to name, contact details, household, birth date, notes and consent.
- **Finance and offertory:** contributors, contributions, statements, pledges, expenses, budgets, bank imports and collections.
- **Governance and moderation:** meetings and their files; the org chart; publishing a group's roster; moderation of prayer requests, Matrimonials and Job Board listings.

Recorded when a page is opened, exported, or a judgment call is made

- Opening **Parishioners** (the household census).
- Opening **Safe Environment**, opening one person's case there, and exporting the roster.
- Opening the **Sacrament cases** list, one case, or a candidate's view.
- Opening **Giving** and the **Offertory report**, and exporting the offertory.
- Certifying or revoking someone's Safe Environment status, and assigning a minister to serve *without* a current certification — recorded as a Critical override, with the name of the person assigned.
- Edits made on the **Ministers** master list, invitations sent, and a serving rota drafted or announced.

Deliberately masked

The trail records that a field changed, not always what it held. Before any snapshot is written, these are replaced with three asterisks: social security and national ID numbers, dates of birth, the locations of uploaded documents and files, security tokens, network address and browser details captured on public forms, a candidate's full intake form, and confidential staff or interview notes. The point is that the Activity Log never becomes a second, longer-lived copy of the private information it exists to protect. Names and case numbers stay, because the log has to be able to say *what* was deleted.

Not on the trail

Everyday content — events, Mass times, ministry descriptions — is not recorded, nor is a parishioner submitting a public form. Recording all of it would bury the entries that matter under thousands that do not, and a log nobody reads protects nobody.

Reading and filtering the log

The page shows the most recent three hundred entries for your parish. Two filters narrow it; there is no free-text search box.

Who can open it

Set in: People & Team → Access, the *Activity log* row.

Read is the only level offered, because reading is the only thing anyone can do here. The Pastor, Site admin and Parish council jobs start with it; anyone else needs it granted. The office as a whole deliberately does not have it — the log exists to hold those with access accountable, so its audience is oversight. Nave's own platform operators can read it across parishes for incident response.

Like every back-office section, Activity Log has a switch on the **Features** page under Governance. Switching it off hides the page; it does not stop recording, which happens at the database and on the pages being used.

Filter by area

1. Above the list, a row of chips names each area present in the feed — *Access, Features, Registry, Safe Env, Census, Finance, Announcements* and so on. Only areas with entries appear.
2. Choose one to see just that area; choose *All* to come back.

Filter to one person

1. Click a person's name on any entry.
2. A banner reads *Showing actions by <name>*; every entry below is theirs.
3. Press *Clear* to return. The area chips still work while a person is selected, so "what did this volunteer do in Safe Environment?" is two clicks.

This is the question the log was built for. A temporary account's whole footprint, in one place, after the account is gone.

What the severity chip means

- **Critical** — who can act in the parish, the record of record (the register, Safe Environment status), or something unrecoverable: a deletion, an alert sent, a serving override.
- **Notice** — worth seeing without alarm: invitations, sensitive records opened or exported, safeguarding edits, moderation.
- **Info** — routine: an org-chart seat moved, a collection scheduled.

When the actor is "System"

An entry with no person behind it — a bulk import, a scheduled overnight job, or Nave acting on the parish's behalf — is shown as *System*. It is never attributed to whoever happened to be signed in at the time, because that would be a guess dressed up as a fact.

The **Ministers** master list shows "last changed by" on each record. That is read back from this log, not stored on the record — so it cannot be edited, and a record older than the trail shows nothing rather than an invented author.

How long it is kept, and who can change it

Nobody edits or deletes an entry — including a super admin

There is no screen, button or setting for it. The log accepts only additions, through the database's own guarded paths; no account, at any level of access, has a way to alter or remove a line. An entry is evidence precisely because the people it describes cannot touch it.

Two years for most things, forever for safeguarding

Every night, entries older than the retention window — **730 days** by default, and never less than 30 — are cleared. Two years is right for ordinary office churn and wrong for the question an allegation or a diocesan audit asks late: "was this person cleared and serving in that year, and who said so?" So these are **never** aged out:

- training and clearance credentials
- Safe Environment records
- minister seats
- people records
- parish membership
- the sacramental register

The clean-up itself writes a *Notice* entry saying how many rows it removed and which kinds it kept — so even deleting history is on the record.

Questions the office asks

An announcement disappeared. Who removed it?

Choose the *Announcements* chip. Deletion is a Critical entry and carries the notice's title and text as they were before it went. This exact situation — a missing notice and no way to say who removed it — is why announcements were added to the trail.

I opened a census record and now it is in the log under my name. Is that a problem?

No. Opening Parishioners, Safe Environment, sacrament cases or finance pages is always recorded, for everyone, and marked *Notice*. Nobody is expected to avoid these pages — only to be accountable for them.

I edited an event and it is not in the log

Events, Mass times and most other content are not on the trail. The log records access, the record of record, safeguarding, money, people and unrecoverable deletions. If you need to know who changed an event, that is not a question the Activity Log answers today.

A volunteer's account was deleted. Is their history gone?

No. Their email and job were copied into each entry when they acted, so every line still reads correctly. Click their name on any entry to see everything they did.

Can I search the log, or export it?

There is no search box or export button. Narrow it with the area chips and by person, then print the page from your browser if you need a copy.