Business Inquiry - DA4500

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District Administration > Inquiry > Audit Log Inquiry > Business Inquiry

This page is used to search and view the audit log for Business records. The audit log contains changes made in the Business system since the last audit log purge. The settings for the audit log inquiry can be changed in the Audit Log Preferences section on the Set ASCENDER Preferences page in DBA Assistant. The settings allow you to designate the number of days the audit log records are saved before an automatic purge and allow you to specify the path for where the audit log reports are to be saved.

Note: Changes contained in the audit log are manual changes only. Changes made through a mass-update process are not available.

Search for changes:

❏ Under **Search Criteria**, use the following search fields to narrow your search:

Field	Description
Module	Click ⌄ to select the module you want to include in the search. The module only displays in the drop down if changes were made to the module.
Table	Click ⌄ to select the table that you want to include in the search.
User	Click ⌄ to select the user name that you want to include in the search.
Key	Type the key (i.e., employee number, vendor number, social security number, etc.) for which you want to search. **Note**: Each table can only have one key field. In most cases, the key includes the employee number, the vendor number, or the student's social security number.
From	Type the beginning date from which you want to include records. Use the MMDDYYYY format.
To	Type the ending date to which you want to include records. Use the MMDDYYYY format.

❏ Click **Search** to search the audit log. The search results are displayed under **Results**.

- The action for each change is displayed in the **Action** column.
- The old and new data is listed for each record, and for each field.

❏ Click **Print** to print the report. The Audit Log report is displayed. Review the report.

❏ Click **Reset** to clear the search criteria on the page.