Audit Log - DA3000

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District Administration > Maintenance > User Profiles > Audit Log

This tab allows LEAs to manage user access to audit logs. LEAs can limit users to specific audit logs or provide users with global access to a specific system (i.e., Business, Other) allowing them to view all audit logs under that system.

Modify a record:

Retrieve User	Click to retrieve a user. Click to select a user and click **Retrieve User**. By default, this drop down only displays "employed" users. **Notes**: The drop-down list is sorted alphabetically by last name and then first name. All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.	OR	**Lookup User**	Click to lookup a user. Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields. • **First Name** • **Last Name** • **Employee Number** Select one of the following employee statuses to narrow your search: • **Employed** • **Not Employed** Click **Retrieve**. A list of users that match the search criteria is displayed. The following information is retrieved: • **Employee Nbr** • **Last Name** • **First Name** • **Employed** Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click **Cancel** to close the directory.

❏ Click **+Add** to add a row. The Audit Log Directory is displayed.

- Select one or more Log Type/Audit Module(s).
- Type data in the **Search** field to narrow the list of modules displayed in the list.
- Click **OK** to continue and return to the Audit Log tab.
- Click **Cancel** to return to the Audit Log tab without making a selection.

Field	Description
Log Type	Displays the log type (Business, Student, Other) of the audit module.
Audit Module	Displays the audit module description.

❏ Under **Global Access**, select one or more of the following systems to allow the user to view all audit logs under that system:

- **Business**
- **Other**

❏ Click **Save**.

Other functions and features:

Print	Click to print the User Profiles, Audit Log report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**. Click **Cancel** to not delete the row.