



# Audit Log - DA3000



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# Audit Log - DA3000

**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 respective system (i.e., Business, Student, Other) allowing them to view all audit logs under that system.

## Modify a record:

<p><b>Retrieve User</b></p>	<p><a href="#">Click to retrieve a user.</a></p> <p>Click  to select a user and click <b>Retrieve User</b>. By default, this drop down only displays “employed” users.</p> <p><b>Notes:</b></p> <p>The drop-down list is sorted alphabetically by last name and then first name.</p> <p>All users who are set up on the Personnel &gt; Staff Demo page and have been previously added to the Maintenance &gt; User Profiles page are displayed in the drop down.</p>	OR	<p><b>Lookup User</b></p> <p><a href="#">Click to lookup a user.</a></p> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Employee Number</b></li> </ul> <p>Select one of the following employee statuses to narrow your search:</p> <ul style="list-style-type: none"> <li>• <b>Employed</b></li> <li>• <b>Not Employed</b></li> </ul> <p>Click <b>Retrieve</b>. A list of users that match the search criteria is displayed. The following information is retrieved:</p> <ul style="list-style-type: none"> <li>• <b>Employee Nbr</b></li> <li>• <b>Last Name</b></li> <li>• <b>First Name</b></li> <li>• <b>Employed</b></li> </ul> <p>Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click <b>Cancel</b> to close the directory.</p>
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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
<b>Log Type</b>	Displays the log type (Business, Student, Other) of the audit module.
<b>Audit Module</b>	Displays the audit module description.

Under **Global Access**, select one or more of the following to allow the user to access all audit logs for the respective system:

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

Click **Save**.

**Other functions and features:**

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