



## ASCENDER GUIDES



# Audit Log



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# Audit Log

## Security Administration > Utilities > Audit Log Report

This report provides an audit log for a specified date range. The audit log contains all changes made in Business or Student since the last audit log purge.

### Generate the report:

☐ Under **Application:**

<b>Business</b>	Select to only include Business audit log records.	OR	<b>Student</b>	Select to only include Student audit log records.
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☐ Under **Audit Log Date Range:**

Field	Description
<b>From</b>	Type the beginning date for which you want to view audit log records in the MMDDYYYY format.
<b>To</b>	Type the ending date to which you want to view audit log records in the MMDDYYYY format.

☐ Click **Run** to generate the report. Otherwise, click **Cancel** to clear the selections and not generate the report. [Review the report.](#)

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