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Audit Log

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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**:

Business	Select to only include Business audit log records.	OR	**Student**	Select to only include Student audit log records.

❑ Under **Audit Log Date Range**:

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