



ASCENDER GUIDES



Audit Log

Table of Contents

Audit Log i

Audit Log 1

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:**

| | | | | |
|-----------------|--|----|----------------|---|
| 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 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. |
| Button | Description |
| Run | <input type="checkbox"/> Click Run to generate the report. Otherwise, click Cancel to clear the selections and not generate the report. Review the report. |
| Reset | Click to clear the search criteria on the page. |