



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