



## 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. | <b>OR</b> | <b>Student</b> | Select to only include Student audit log records. |
|-----------------|----------------------------------------------------|-----------|----------------|---------------------------------------------------|

#### **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.  |

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.