Audit Log Inquiry

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Audit Log Inquiry

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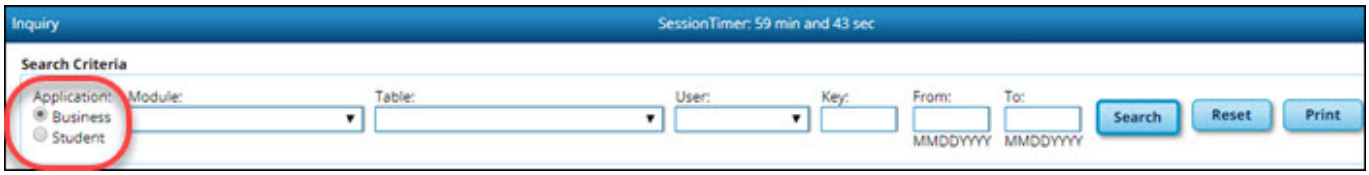
This page is used to search and view the audit log for Business or Student records. The audit log contains changes made in the Business and Student systems since the last audit log purge. The settings for the audit log inquiry can be changed in the Audit Log Preferences section on the Set TxEIS Preferences page in DBA Assistant. The settings allow you to designate the number of days the audit log records are saved before an automatic purge, and allow you to specify the path for where the audit log reports are to be saved.

Note: Changes contained in the audit log are manual changes only. Changes made through a mass-update process are not available.

Search for changes:

Under **Search Criteria**, under **Application**:

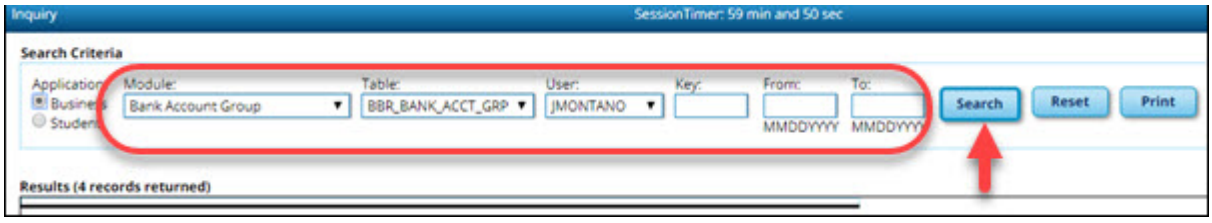
Image



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

Use the following search fields to narrow your search of records:

Image



Field	Description
Module	Click to select the Business or Student tab for you want to include in the search. The tab only displays in the drop down if items changes were made to the tab.
Table	Click to select the table that you want to include in the search.
User	Click to select the user name that you want to include in the search.

Field	Description
Key	Type the key (i.e., employee number, vendor number, social security number, etc.) for which you want to search. **Note**: Each table can only have one key field. In most cases, the key includes the employee number, the vendor number, or the student's social security number.
From	Type the beginning date to include in the search in the MMDDYYYY format.
To	Type the ending date to include in the search in the MMDDYYYY format.

Button	Description
Search	❑ Click **Search** to search the audit log. The search results are displayed under **Results**. • The action for each change is displayed in the **Action** column. • The old and new data is listed for each record, and for each field.
Print	❑ Click **Print** to print the report. The Security Report is displayed. Review the report.
Reset	Click to clear the search criteria on the page.