



ASCENDER GUIDES



Audit Log Purge

Table of Contents

Audit Log Purge i

Audit Log Purge 1

Audit Log Purge

Security Administration > Utilities > Audit Log Purge

This page is used to purge Business or Student audit records for a selected date range, and to create, display, and print an Audit Log report.

Purge the audit log:

☐ Under **Audit Log Purge by Date Criteria:**

| | | | | |
|--|--|------------------------------------|---|---|
| <input type="checkbox"/> Business | Select to only purge Business audit log records. | <input type="checkbox"/> OR | <input type="checkbox"/> Student | Select to only purge Student audit log records. |
|--|--|------------------------------------|---|---|

☐ Use the following search fields to narrow your search:

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

☐ Click **Preview** to print a report of the audit log items to be purged. [Review the report.](#)

☐ Click **Execute** to purge the audit log. A preview report is displayed with a message asking you to confirm that you want to purge the audit log for the selected dates.

☐ Click **Purge** to purge the log. A message is displayed at the top of the page that the records were deleted successfully. Otherwise, click **Cancel** to not purge the log and return to the Audit Log Purge page.

☐ Click **Reset** to clear the search criteria on the page.