



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:**

Business	Select to only purge Business audit log records.	OR	Student	Select to only purge Student audit log records.
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.			
Button	Description			
Preview	<input type="checkbox"/> Click Preview to print a report of the audit log items to be purged. Review the report.			
Execute	<input type="checkbox"/> 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. <input type="checkbox"/> 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.			
Reset	Click to clear the search criteria on the page.			