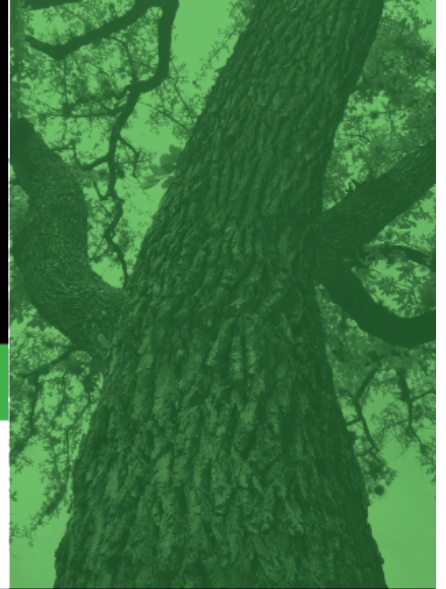




ASCENDER GUIDES



Audit Log Purge

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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.
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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.