

Manage the Audit Log

Last Modified on 24/02/2021 4:03 pm GMT

Permissions

You will require an Access Role with the following permissions:

- Audit Log

Search the Audit Log



1. Navigate from the Home page to **Administrative Settings | System Options | Audit Log**.
2. By default, a list of actions that have occurred on the current date will be displayed within the **Search Results** section. To filter the results, first click on the header of a column you wish to search, enter a keyword in the search bar and click **Filter**.

Audit Log

Search Criteria

Element

Action Username

Start Date  End Date 

Search Results

1 2 3 4 5 > >>

Date Stamp	Employee Username	Logged on as	Element Name	Action	Record	Field	Original Value
24/02/2021 11:04	Alex		Employees	Logged On	Alex		
24/02/2021 11:37	Alex		Support Tickets	Add	Support Ticket "Just getting screen shots"		

3. To refine your search, use the available search fields in the **Search Criteria** section.

Audit Log

Search Criteria

Element:

Action: Username:

Start Date: End Date:

Search Results

Date Stamp ▲	Employee Username	Logged on as	Element Name	Action	Record	Field	Original Value	New Value
04/10/2020 18:42	Shane		Access Roles	Add	Claimant - Corporate Cards			View Insert Update Delete
03/11/2020 10:01	Adam		Access Roles	Add	All Access Reports - Bank Accounts			View

Search Criteria	Description
Element	Select a specific area within the system you would like to view.
Action	Select a type of change which has been made to the element.
Username	<p>Enter the username of an individual to search for.</p> <p>Tip: If you specify a username in the Username field but do not find what you are looking for in the results, you can instead enter the username into the filter search box which should find any matches in the Username or Logged on as columns.</p> <p>Note: For any system actions performed, username will appear as 'System'.</p>
Start Date/End Date	Refine the search to only include changes made between the dates that you have specified.

Note: You can leave fields blank or search with one or more criterion defined.

- If your search successfully returns results, there are further actions you can perform to investigate your search results in closer detail:
 - The number of lines of information displayed on the screen is limited to 20 rows; where there are more than 20 rows, separate pages are created. These page numbers are visible at the top and bottom of the screen.
 - Clicking on the column header will sort the results in ascending or descending order. This is useful to group the column together to be able to search.

- The filter search bar allows you to enter a keyword which will return information matching the word within the sorted column. This will only return exact matches.

Export the Audit Log

Further analysis of the Audit Log can be completed by downloading the report to Excel and using the features within Excel to analyse the Audit Log information.

1. Click **Export to Excel** from the Page Options menu to export the results into an Excel spreadsheet for further analysis. A small window will appear asking you to download the report.
2. Click **Download Report**.

Clear the Audit Log

Clearing the Audit Log will **permanently delete all records**. To clear the Audit Log:

1. Click the **Clear Audit Log** link. A pop-up will appear asking for confirmation.
2. Click **OK** to confirm the clearing of the Audit Log.

Note: An option is available in **Administrative Settings | User Management | Employees (search/edit) | Employee Details | Notifications** which, when enabled, will notify that employee when the Audit Log has been cleared and by who.
