



View Audit Log

To view an Audit Log, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page appears.
3. Enter the search criteria for the activities you would like to view.

Under **Search Conditions**, *optional*

- Select a **Module** type.



Application Tip

Module options include **All**, **Administration**, **Check Capture**, **Check Processing**, and **Deposit Processing**.



Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User**
- Select an **OTC Endpoint**
- Enter the **From** and **To** Dates and Times, *required*
- Select a **Keyword**, *required*
- Select a **Category Name**, *required*



Application Tip

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**



Application Tip

Event Types are categories of events that are recorded by the audit log.

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**



Application Tip

Operation Mode options include **All**, **On Line**, or **Off Line**.

4. Click **Search**. The *Search Results* table appears below.



Application Tip

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.

**Application Tip**

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.

**Application Tip**

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return the OTCnet Home Page.