

Search an Audit Log Online

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1. From the **Administration** tab, click **Audit**. The *Search Audit Logs* page appears.
2. Enter your search criteria.

Under **Search Criteria**, *optional*

- Select a **Module** type
- Enter a **User**
- Select an **OTC Endpoint**
- Enter the **From** and **To** date and time ranges, *required*
- Select a **Keyword**, *required*
- Select a **Category Name**, *required*
- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**
- Select an **Operation Mode**



Application Tips

- Module drop-down options vary by user role. **Module** options include **Administration**, **Check Capture**, **Check Processing**, **Card Processing**, and **Deposit Processing**.
- The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.
- The **Keyword** and **Category Name** drop-down options vary by user role. **Operation Mode** options include **All**, **Online**, or **Offline**.



Application Tip

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

Table 1. Event Types

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.

3. Click **Search**. The *Search Results* table appears as shown in Figure 1.

Figure 1. Audit Log Output

Click the Audit Log ID if you would like to view additional details.
Download or Print Search Results? [Download](#) [Print Audit Log Records](#)

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Audit Log ID	Created On (GMT Time)	Context	User	OTC EndPoint	TerminalBatch ID	Transaction Description	Module	Event Type
32591169	08/18/2014 19:30:44	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	INFO
32591168	08/18/2014 19:25:25	User Account - Login	otcqe49			UserContext: created due to new login or replaced previous user login. userId='otcqe49' userName='otcnet:tcnqeChkAdmin' userOrganization='' Permissions=[Permission: moduleKey='OTCNET' roleKey='CP-AGY-LSA' accessGroupId='10509', Permission: moduleKey='OTCNET' roleKey='CP-AGY-LSA' accessGroup...	Administration	INFO



Application Tips

- Run a search (select a **module type**, **FROM** and **TO** dates, and a **keyword**).
 - The search results include all activities in the system that you have access to view.
 - Run additional searches, the Search Results table repopulates with the results of the new search.
- Click **Download** to download the search results.
- Click **Print Audit Log Records** to print a formatted audit log record.
- If the audit log records contain Personally Identifiable Information (PII) the data is masked.

4. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears as shown in Figure 2.

Figure 2: Sample View Audit Log Details Page

Audit Log Details

View Audit Log Details

Audit Log: Record Summary

Name	Value
Audit Log ID	70329238
Created On	02/27/2023 17:14:19
Context	Batch Upload - Error
User Login ID	
OTC EndPoint	Test Endpoint
Terminal ID	
Batch ID	Batch1234
Transaction Description	Batch Upload - A 103 PARSE BATCH ERROR has occurred
Module	Administration
Event Type	INFO

Audit Log: Attribute Info

Attribute Description	Attribute Value
User Name	VERONICA PERSINGER

Audit Log: Field Info

Field Name	Before Value	After Value
First Name	DEVEC	DEVEF
Last Name	HLASTwo	HLASTthree

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Additional Buttons

- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.