

## Search an Audit Log Offline

To search an audit log using OTCnet Offline, complete the following steps:

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

Under **Search Criteria**, *optional*

- Select a **Module** type, *optional*
- 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**
- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**
- Select an **Operation Mode**



### Application Tips

- The **Module** drop-down options vary by user role. **Module** options include **Administration**, **Check Processing**, and **Deposit Processing**.
- If you do not know the full name of the OTC Endpoint, enter a partial name search (as few as one letter) in the **Starts with** text box and select the **Select From List** icon (magnifying glass).
- 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.
- **Event Types** are categories of events recorded by the audit log as shown in Table 1. Event Types.
- **Operation Mode** option includes **Offline**.

**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. Select **Search**. The *Search Results* table appears.



**Application Tips**

- If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. Run additional searches and the *Search Results* table repopulates with the results of the new search.
- Select **Download** to download the search results.
- Select **Print Audit Log Records** to print a formatted audit log record.



**Application Tip**

If the audit log records contain **Personally Identifiable Information (PII)** in the **Transaction Description**, the data is masked. To view more details about a specific batch including PII, access **Batch Management**.

4. Select **Download** to download the search results as shown in Figure 1. Select **Print Audit Log Records** to print a formatted audit log record.

**Figure 1. Audit Log ID**

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
246	10/29/2014 13:18:07	Maintenance - LVD	scsup17	E1		Update lvd successful	Administration	INFO
245	10/29/2014 13:17:54	Endpoint Configuration - Download	scsup17	E1		OTC Endpoint was updated	Administration	INFO
244	10/29/2014 13:17:54	OTC Endpoint Download - Download Accounting Code Success	scsup17	E1		Download OTC Endpoint - accounting codes already up to date	Administration	INFO
242	10/29/2014 13:17:32	User Account - Login	scsup17			UserContext created due to new login or replaced previous user login, userId='scsup17' userName='SallyAA C CSup' userOrganization='Permissions='[Permission: moduleKey='OTCNET' roleKey='POS-SUP' accessGroupId='28011', Permission: moduleKey='OTCNET' roleKey='C P-AGY-LSA' accessGroupId='28011']	Administration	INFO
241	10/29/2014 13:17:32	User Account - Logon Success	scsup17			Successful logon	Administration	INFO

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5. Select 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

Audit Log Details		
View Audit Log Details		
<b>Audit Log: Record Summary</b>		
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	
<b>Audit Log: Attribute Info</b>		
Attribute Description	Attribute Value	
User Name	VERONICA PERSINGER	
<b>Audit Log: Field Info</b>		
Field Name	Before Value	After Value
First Name	DEVEC	DEVEF
Last Name	HLAStwo	HLASthree



### Additional Buttons

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