

Filtering the Audit Log page

<https://campus.barracuda.com/doc/28188/>

You can filter the Audit Log page to help you concentrate on specific user actions or to help you find the user action you're looking for. You can filter out the data you don't want to see to more easily find the data you're interested in.

Multiple filters can be active at any time.

Filters are active until you remove them, even if you navigate to another page. When you return to the dashboard, the filter will still be in place.

The default filter

By default, the Audit Log is filtered by a date range of one month. This filter is active whenever you open or refresh the Audit Log. This filter is not removed when you click Clear All, but you can delete it by clicking the Remove button. See To remove one filter below.

Exclusion filters

You can also create filters that exclude the values that you choose, so everything is displayed except for the chosen values. For example, if you select a date range of one month and then negate that condition so that all data from earlier than one month are displayed.

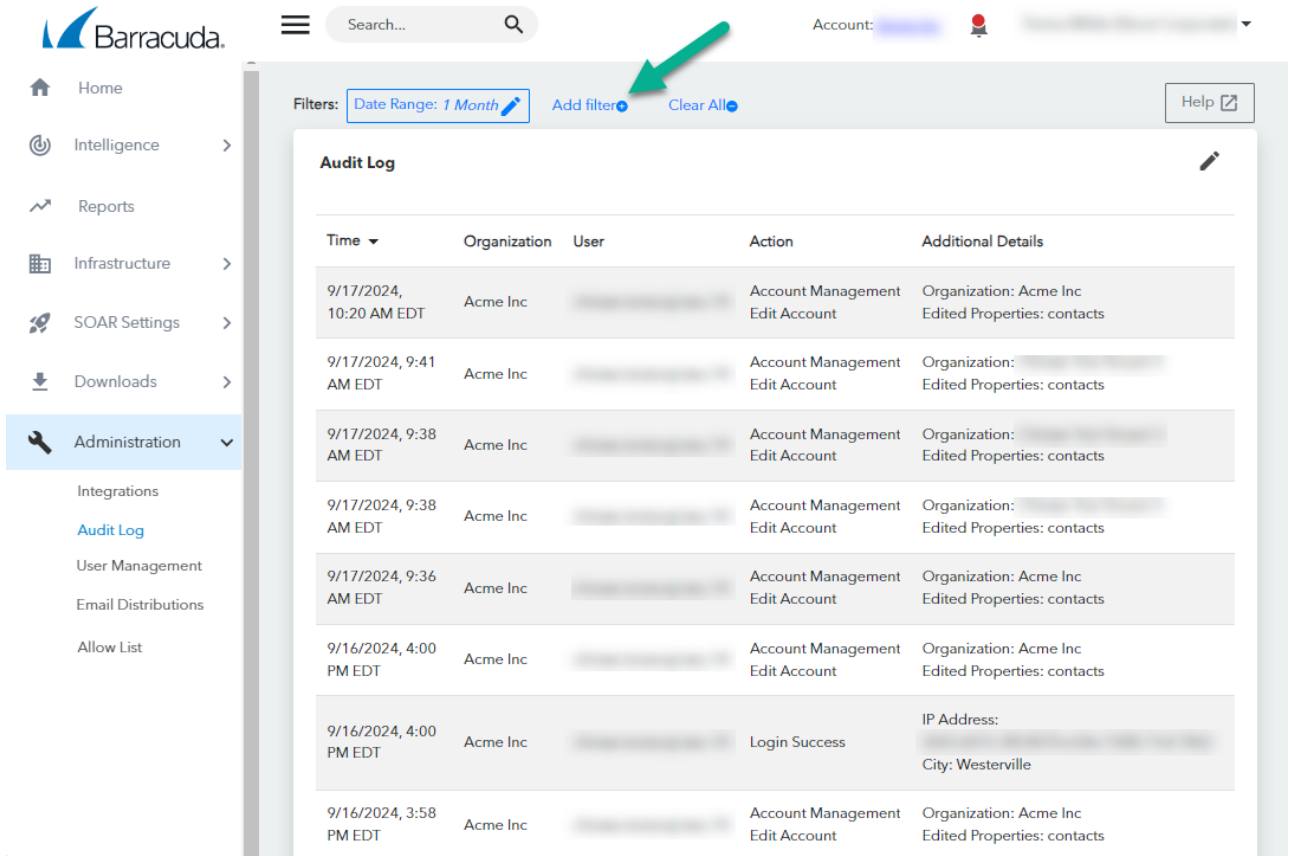
Filter operators

When you add filters, you have the choice to use an And or Or operator. The operator is applied to all the filters you add.

Operator	Definition
And	Data has to fulfill all filters to be displayed.
Or	Data only has to fulfill one filter to be displayed.

To create and apply an Audit Log filter

1. In **Barracuda XDR Dashboard**, click **Administration > Audit Log**.
2. Click **Add Filter**.



The screenshot shows the Barracuda XDR dashboard with the 'Administration' menu open and 'Audit Log' selected. The 'Filters' section at the top of the Audit Log table has a 'Date Range: 1 Month' filter applied. A green arrow points to the 'Add filter' button. The table below shows a list of audit log entries.

Time	Organization	User	Action	Additional Details
9/17/2024, 10:20 AM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: Acme Inc Edited Properties: contacts
9/17/2024, 9:41 AM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: [Redacted] Edited Properties: contacts
9/17/2024, 9:38 AM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: [Redacted] Edited Properties: contacts
9/17/2024, 9:38 AM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: [Redacted] Edited Properties: contacts
9/17/2024, 9:36 AM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: Acme Inc Edited Properties: contacts
9/16/2024, 4:00 PM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: Acme Inc Edited Properties: contacts
9/16/2024, 4:00 PM EDT	Acme Inc	[Redacted]	Login Success	IP Address: [Redacted] City: Westerville
9/16/2024, 3:58 PM EDT	Acme Inc	[Redacted]	Account Management Edit Account	Organization: Acme Inc Edited Properties: contacts

3. In **Field**, select an option.
4. In **Value**, select an option.
5. Optionally, if you want to exclude the values you chose in the **Field** and **Value** fields, enable the **Negate this condition** check box.
6. Click **Apply Changes**.
7. Repeat steps 2-6 until you have added all the filters you want.
8. Optionally, in the **Filters** area, click one of the following filter operators:
 - **And**
 - **Or**

To edit a filter

1. In **Barracuda XDR Dashboard**, click **Administration > Audit Log**.
2. Click the filter you want to edit.
3. In **Field**, select an option.
4. In **Value**, select an option.
5. Optionally, if you want to exclude the values you chose in the **Field** and **Value** fields, enable the **Negate this condition** check box.
6. Click **Apply Changes**.

To remove a filter

1. In **Barracuda XDR Dashboard**, click **Setup > Audit Log**.
2. Click the filter you want to remove.

3. Click **Remove**.

To remove all filters

This procedure does not remove the default **Date Range: 1 Month** filter. To remove this filter, follow the **To remove a filter** procedure above.

1. In **Barracuda XDR Dashboard**, click **Administration > Audit Log**.
2. Click **Clear All**.

See Also

- [Working with the Audit Log](#)
- [Changing the Date Range Displayed on the Audit Log](#)

Figures

1. FilterAuditLog.png

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