

## Audit Log Filtering

<https://campus.barracuda.com/doc/46891926/>

The **Advanced > Audit Log** page displays a list of all activities, including search-related activities initiated by the system. In this view you can browse through the list, or perform a search to filter on a subset of activities. You can filter by start/end dates, user name, and item type. Click on an activity to display the activity details in the **Details** pane.

### Search Audit Log

Use the following steps to search the Audit Log:

1. Log in to the web interface, and go to the **Advanced > Audit Log** page. By default, all audit log records display.
2. Enter the desired search criteria, and then click **Search**.
3. The results pane displays those items matching the entered criteria. Information displayed for each record includes:
  1. **Date** – When the action occurred and was logged in the Audit Log.
  2. **User** – Which user performed this action. Some actions are performed automatically, not actively by a specific user, displaying as user **System**.
  3. **Type** – What type of action this record is for.
  4. **Detail** – Many audit log records contain information in addition to the date, user, and type. In some cases, a useful piece of this additional information is displayed in the **Detail** column, for instance to narrow down a broad action type.
4. To view additional information, click on an item. Details display in the right pane.

### Audit Log Tools and Options

The Audit Log includes the following tools and options:

- **Page Navigation** – Click on the navigation arrows or type a number in the **Page** field to move through the Audit Log.
- **Refresh** (🔄) Icon – Click the icon to update the page.
- **Export** – Click **Export**, enter an email address to which to send a **.csv** file containing the selected audit logs in the dialog box, and click **OK**. Once the report generates, it is sent to the specified email address.
- **Tools** – Click to select the number of items to display per page and to specify the **Details**

**Pane** location.

## Figures

1. refresh\_icon.png

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