Viewing Search-Related Activities

https://campus.barracuda.com/doc/75694504/

The **Advanced > Audit Log** page displays a list of all search-related activities. 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.

When the **Audit Log** page is loaded, by default no filter options are set and all audit log records display. Using filtering options, you can monitor a specific date range, a specific action type, a specific user, or you can combine criteria. Unlike the **Search** page, you can only specify at most one criterion per criteria type, and all specified criteria are always ANDed together. Leave any criterion blank to allow all possibilities.

Criteria	Description
Start Date	Use the date-picker to choose a date to form half of a date range, or enter the date in the form YYYY-MM-DD. If **Start Date** is specified, no results earlier than that date displays. Leave this field blank to view results with no start date restriction.
End Date	Use the date-picker to choose a date to form half of a date range, or enter the date in the form YYYY-MM-DD. If **End Date** is specified, no results later than that date displays. Leave this field blank to view results with no end date restriction.
User	Enter a user name to view only actions performed by that user. As you type in this field, a list of matching users displays from which you can select. Leave this field blank if you want to filter by all users. If a user is not displayed in the drop-down menu, then that user may not have performed any actions recorded in the Audit Log.
Type	Select an action type from the drop-down menu to view only actions of that specific type. Select blank to not filter by type, i.e., to view results of any action type. If a type is not displayed in the drop-down menu, it may be that no actions of that type has been performed, or that action is not tracked in the Audit Logs

Once you have entered the filter criteria, click **Search** to return Audit Log results matching your criteria.

The Search Results Pane displays Audit Log records matching the search criteria. Information displayed for each record includes:

Date	When this action occurred and was logged in the Audit Log.
User	Which user performed this action; some actions are performed automatically, not actively by a specific user. These actions will have the user "System" displayed for them.

Type	What type of action this record is for. For instance, when a user logs in, a "Login" action appears, and when a user instructs the system to import a PST, a "PST Import" action appears.
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.
Details Pane	Many audit log records contain information in addition to the date, user, and type. To view this additional information, click on that record's row; a pane displays the record details. The additional information that is available varies by action type, and sometimes within a given type.

You can navigate through Audit Log records using the Page Navigation controls at the top of the table, or customize the table display using the **Tools** menu:

Results Per Page	Choose how many rows of audit log results display per page in the Results Pane. If there are more results than can fit on one page, use the Page Navigation controls.
Details Pane	Choose which side of the Results Pane the Details Pane is to appear. Options are **Right**, **Bottom**, and **Left**.

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