Search an Audit Log Offline

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

1. From the **Administration** tab, click **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 click 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 1Table 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. Click **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.
- Click **Download** to download the search results.
- Click **Print Audit Log Records** to print a formatted audit log record.

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

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**.

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

Figure 1. Audit Log ID

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.