

Search an Audit Log Online

To search an audit log, complete the following steps:

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1. From the **Administration** tab, select **Audit**. The *Search Audit Logs* page appears.
2. Enter your search criteria.

Under **Search Criteria**, *optional*

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



Application Tips

- Module drop-down options vary by user role. **Module** options include **Administration**, **Check Capture**, **Check Processing**, **Card Processing**, and **Deposit Processing**.
- 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. **Operation Mode** options include **All**, **Online**, or **Offline**.



Application Tip

Event Types are categories of events that are recorded by the audit log.

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 as shown in Figure 1.

Figure 1. Audit Log Output

Audit Log ID	Created On (GMT Time)	Comment	User	OTC EndPoint	Transaction Description	Module	Event Type
144244173	02/26/2025 09:22:26	Report - Scheduled Report	otcnet45		The CIR File Status Report (Report ID=1133232) Request has been successfully submitted.	Deposit Processing	INFO
144244172	02/26/2025 09:21:13	Report - Scheduled Report	SCHEDULED_REPORT_JOB		The CIR File Status Report (Report ID=1133232) has been successfully generated.	Deposit Processing	INFO
144244168	02/26/2025 09:19:04	Report - Scheduled Report	otcnet45		The Deposit Historical Report (Report ID=1133231) has been successfully downloaded.	Deposit Processing	INFO
144244167	02/26/2025 09:17:58	Report - Historical Report	otcnet45		The Deposit Historical Report (Report ID=1133231) request has been successfully submitted.	Deposit Processing	INFO
144243613	02/25/2025 09:19:45	Report - Historical Report	HIST_REPORT_JOB		The Adjustment Historical Report (Report ID=1133221) has been successfully generated.	Deposit Processing	INFO
144243612	02/25/2025 09:18:37	Report - Historical Report	otcnet45		The Adjustment Historical Report (Report ID=1133221) request has been successfully submitted.	Deposit Processing	INFO
144243609	02/25/2025 09:16:22	Report - Historical Report	WIRE_REPORT_JOB		The Deposit Historical Report (Report ID=1133231) has been successfully generated.	Deposit Processing	INFO



Application Tips

- Run a search (select a **module type**, **FROM** and **TO** dates, and a **keyword**).
 - The search results include all activities in the system that you have access to view.
 - Run additional searches, 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.
- If the audit log records contain Personally Identifiable Information (PII) the data is masked.
- An entry in the **audit log** will appear each time a user submits a request to generate a **CIR file status report** asynchronously, when the **scheduled report** is successfully generated, and when the user successfully **downloads** the generated report.

4. 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 Page

Locations: Home > Administration > Audit

Audit Log Details

View Audit Log Details

Audit Log: Record Summary

Name	Value
Audit Log ID	144244173
Created On	02/26/2025 09:22:26
Context	Report - Scheduled Report
User Login ID	SCHEDULED_REPORT_JOB
OTC Endpoint	
Transaction Description	The CIR File Status Scheduled Report [Report ID=1131752] has been successfully generated.
Module	Deposit Processing
Event Type	INFO

Audit Log: Attribute Info

Attribute Description	Attribute Value
No attribute information found for this audit log record.	

Audit Log: Field Info

Field Name	Before Value	After Value
No field information found for this audit log record.		

[Previous](#) [Return Home](#)



Additional Buttons

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