

Audit Logs

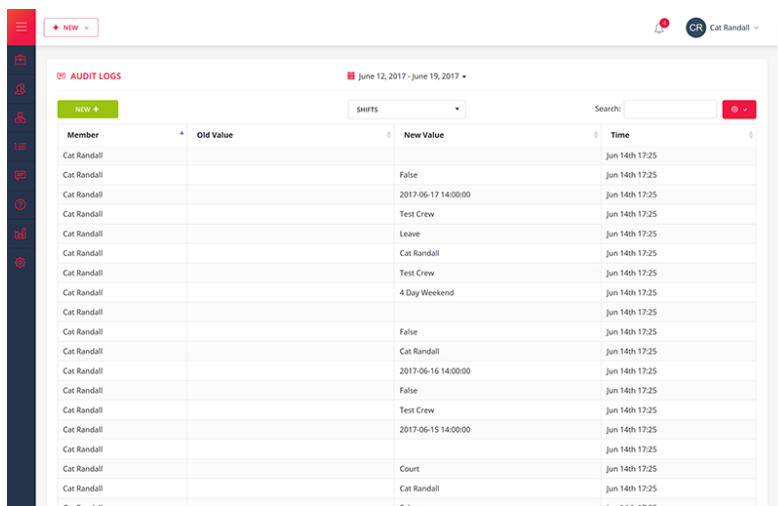
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General Info

The Audit Logs screen displays a list of all changes made within CAS, as well as who made the change and when.

You can use the dropdown menu to filter through specific areas, including:

- Shifts
- Jobs
- Units
- Members
- Crews



The screenshot shows the 'AUDIT LOGS' interface for the user 'Cat Randall'. The date range is set to 'June 12, 2017 - June 19, 2017'. The table displays a list of changes with columns for Member, Old Value, New Value, and Time. The 'SHIFTS' filter is selected in the dropdown menu.

Member	Old Value	New Value	Time
Cat Randall			Jun 14th 17:25
Cat Randall		False	Jun 14th 17:25
Cat Randall		2017-06-17 14:00:00	Jun 14th 17:25
Cat Randall		Test Crew	Jun 14th 17:25
Cat Randall		Leave	Jun 14th 17:25
Cat Randall		Cat Randall	Jun 14th 17:25
Cat Randall		Test Crew	Jun 14th 17:25
Cat Randall		4 Day Weekend	Jun 14th 17:25
Cat Randall			Jun 14th 17:25
Cat Randall		False	Jun 14th 17:25
Cat Randall		Cat Randall	Jun 14th 17:25
Cat Randall		2017-06-16 14:00:00	Jun 14th 17:25
Cat Randall		False	Jun 14th 17:25
Cat Randall		Test Crew	Jun 14th 17:25
Cat Randall		2017-06-15 14:00:00	Jun 14th 17:25
Cat Randall			Jun 14th 17:25
Cat Randall		Court	Jun 14th 17:25
Cat Randall		Cat Randall	Jun 14th 17:25
Cat Randall		False	Jun 14th 17:25

Set the Date Range

CAS allows superusers to set a date range in which to view the Audit Logs.

To set your dates:

1. Click the date drop-down at the top of the page
2. Choose a preset date range like 'this week' or 'this month', or alternatively use the calendar view to set a completely custom range

 Last Month ▾

Today

Last Week

Last Month

Last 3 Months

Last 6 Months

All

Custom Range

Export Data

The data in the Audit Logs table can be exported by using the pink options button on the top right-hand side of the screen.



When clicked, a drop-down will appear giving you the option of:

- Copying the data to your clipboard
- Saving the data in Excel format
- Saving the data in CSV format
- Saving the data as a PDF
- Printing the data