Viewing an Event's Audit Trail



Security Note

What you can see and do in this application depends on the security permissions associated with your 25Live user account. If you can't access something you think you should be able to, contact your 25Live Administrator.

If you're the event Scheduler or have full control of security permissions for an event, you can access the event's Audit Trail view. The audit trail shows you when changes were made to an event, what the changes were, and which user made them. The audit trail provides creation and modification history for the event, including changes to the event name or state, location/resource assignments and changes, and details of event-related email transmissions. The audit trail is auto-generated by the system. Once added to the audit trail, an entry is never removed.

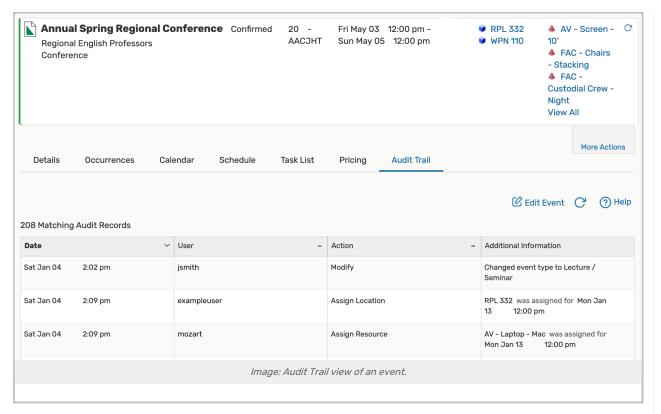
To View an Event's Audit Trail

1. Find the Event

Search for the event you wish to delete or choose from your dashboard starred events. Tap or click on the event name to view the event's details.

2. Use the Audit Trail Link

In the event's details view, use the **Audit Trail** link to go to that section. You can click the Date, User, or Action column header to sort the entries by that data.



You will see that the audit trail also displays location, resource, and organization changes.