

Viewing an Event's Audit Trail



Security Note

To view the Audit Trail, a user must have full Object Security permissions to edit the event as well as the [Series25 Group Administration permission](#) for *Basic > 8.0 View Audit Trail on Events*.

A user in the Scheduler role may also have access to the Audit tab, on the event Details page, even without this permission.

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
- Event state
- Location and resource assignments
- Event contacts
- Categories
- Event relationships
- Email transmissions
- and more

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.




Annual Spring Regional Conference


Regional English Professors Conference


Confirmed


20 - AACJHT


Fri May 03 12:00 pm - Sun May 05 12:00 pm

 RPL 332

 WPN 110

 AV - Screen - 10'

 FAC - Chairs - Stacking

 FAC - Custodial Crew - Night

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Date	User	Action	Additional Information
Sat Jan 04 2:02 pm	jsmith	Modify	Changed event type to Lecture / Seminar
Sat Jan 04 2:09 pm	exampleuser	Assign Location	RPL 332 was assigned for Mon Jan 13 12:00 pm
Sat Jan 04 2:09 pm	mozart	Assign Resource	AV - Laptop - Mac was assigned for Mon Jan 13 12:00 pm

Image: Audit Trail view of an event.

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