Event Log
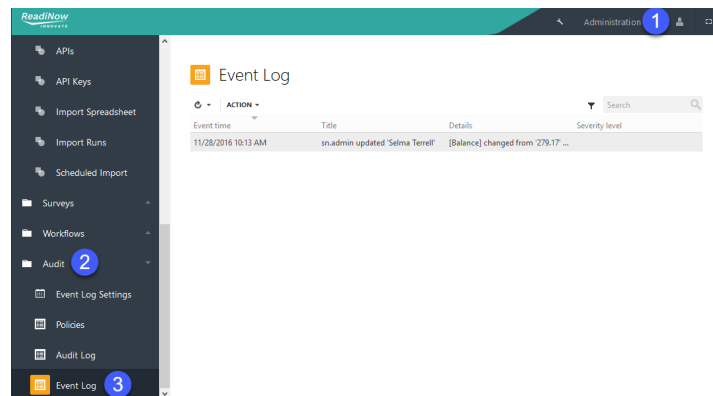
The Event Log is a place where events are tracked.

To view the event log:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Audit**. The Audit expands to display list.
4. Select **Event Log**. The Event Log displays.

Screenshot: View event log

By default, the event log has newest on top. However it can be changed by modifying the report in Report Builder