**Run the Audit Log Report**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > Audit Log Report | |
| 1 | Click the **Add a New Value** tab to create a new Run Control ID, or **Find an Existing Value** to use a previous one. |
| 2 | Enter a **Run Control ID**. This can be any unique identifier (ex. your initials and the date). |
| 3 | Click the **Add** button. This will take you to the Audit Log Report parameters page. |
| 4 | Choose between **CAT Positions**, **Vacant Positions**, and **Budget Adjustments** for your search and select the corresponding radio dial button. |
| 5 | Enter the **Fiscal Year** (the open/available Fiscal Year). |
| 6 | Enter a **From Date** (such as 11/30/2015) and a **To Date** (12/11/2015). |
| 7 | In the **Report Criteria** section, enter data for Business Unit and Division **OR** Empl ID and Empl Record. You can only enter data in one of the columns, not both. Department will become editable when you tab out of Division. |
| 8 | Click the **Run** button. This will take you to the Process Scheduler Request page. Click the **OK** button. |
| 9 | On the Audit Log Report run control page, note the **Process Instance number** under the Process Instance link. |
| 10 | Click the **Process Monitor** link. This will take you to the Process Monitor page. |
| 11 | Click the **Refresh** button intermittently until the Run Status is Success, and the Distribution Status is Posted. |
| 12 | Click the **Details** link next to the UW\_CAT\_ ADRPT process just run. This will take you to the Process Details page. |
| 13 | Click the **View Log/Trace** link. This will take you to the View Log/Trace page. |
| 14 | Click the file named “**CAT\_audit\_report\_ProcessMonitor#.xls**”. The “Process Monitor#” will be the seven digit code associated with the Audit Log Report process just processed. |
| 15 | Click **Open** to open the .xls file. If the file does not automatically open, you may need to bring up Excel and select **Yes** in the pop-up window. **Save** the Audit Log Report. |
| 16 | Review the **data** in the Audit Log Report. |