



sprintax

Audit Log Feature

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# Audit Log

We are excited to highlight the Audit Log in Sprintax Calculus.

This additional functionality is designed to give administrators the ability to review changes, updates or edits made by your foreign nationals within their Sprintax profile.

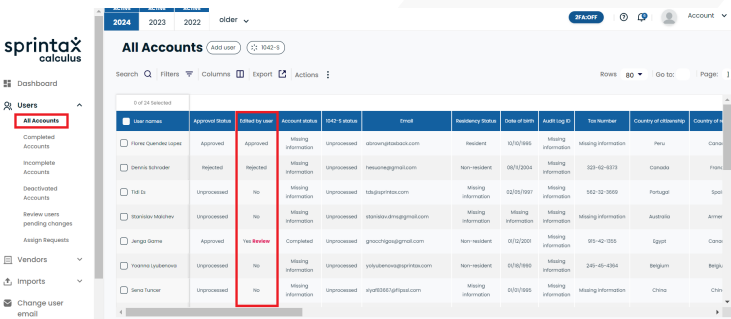
## How to enable and view the Audit Log

**1)** Email your Sprintax Account Manager and request to enable the Audit Log in your Institution's Calculus environment.

The Audit Log will be activated within 2-3 business days from request date.

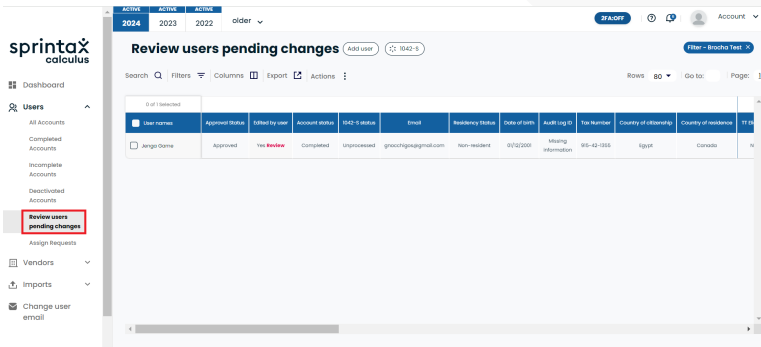
**2)** Log into your Calculus Account. There are two ways to access the records that have been changed.

On the left side panel, Navigate to Users > All Accounts to see an overview of all user records. The third column 'Edited by User' marks whether or not changes have been made and if those changes have been approved or rejected by an administrator.

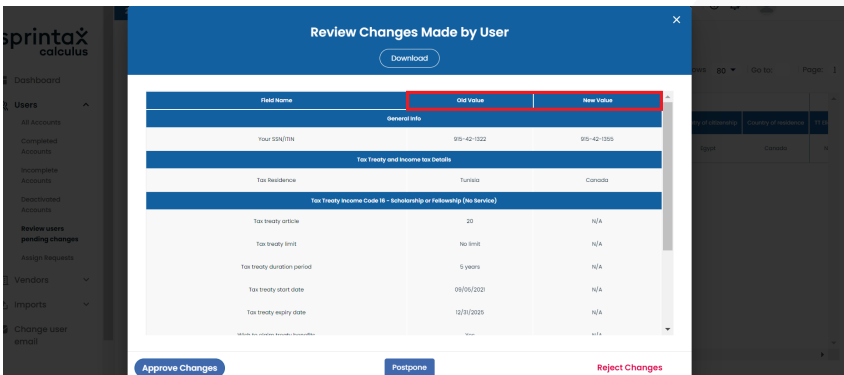


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Additionally, you can access a list of only users who have made changes that need review. On the left hand side, Under Users > Review Users pending changes tab will show you a list users who have changes that are pending and need review.

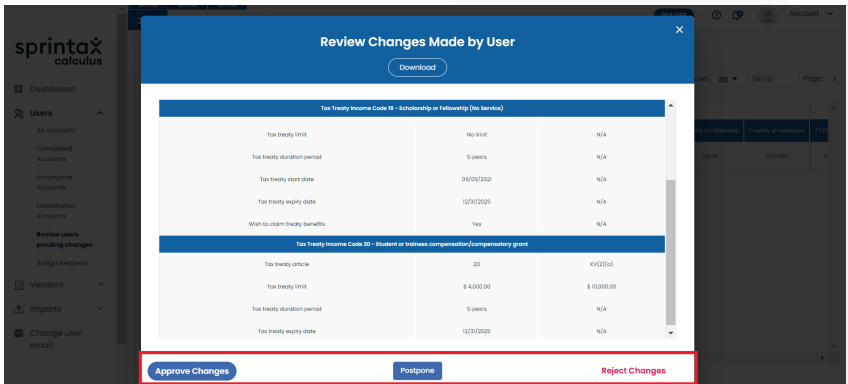


3) From the Dashboard view, click on the record that is marked, YES REVIEW to see what values have been changed.



# Audit Log

4) You have the option to Approve, Reject or Postpone the changes made on the record. You may also download the file.



Clicking Approved means the data has been reviewed and verified by the administrator. The data changes will be applied to the profile.

Clicking Reject means the data has been reviewed and not accepted by the administrator. The data changes will not be applied to the record and it will be restored with its original values.

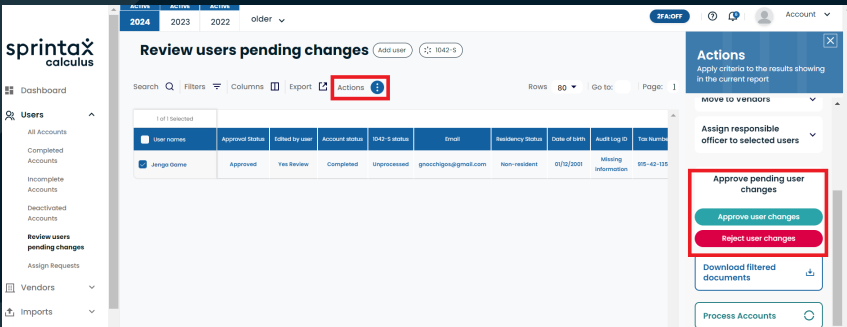
Clicking Postpone means the administrator will review the changes at a later point. The 'Edited by User' Column will maintain the Yes Review status.

Clicking Download allows you to maintain a copy of the changes made by the foreign national in PDF format.

# FAQ'S

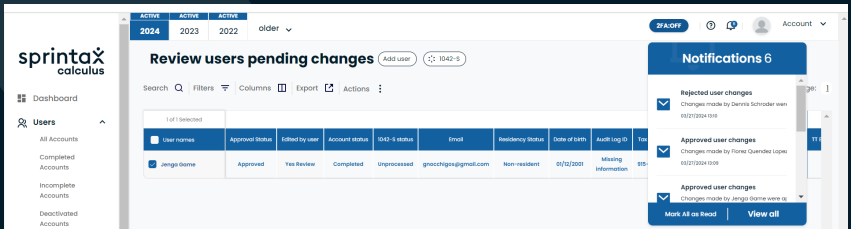
Q: Can I batch approve multiple records?

A: Yes, you can batch approve or reject multiple records. Start by selecting the users that have a review pending. Then click on the Actions button and a side panel will open. From there scroll down and you'll see options to Approve or Reject the selected users record changes.



Q: Will I receive notifications that a record has been changed?

A: Yes, you can set web or email notifications for changes made to a record and its status.



## FAQ'S

Q: What changes will be flagged in the audit log?

A: Any changes made by the user on their user profile will prompt a notification and review pending.

Thank you for your partnership!

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