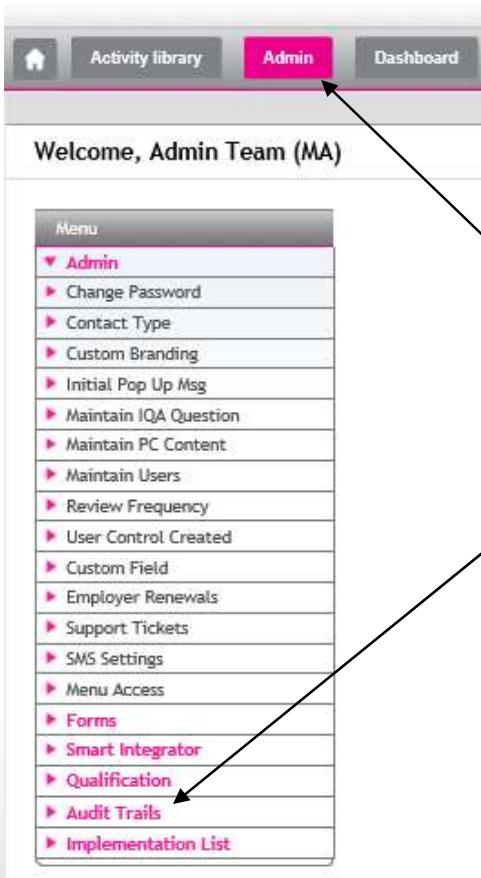
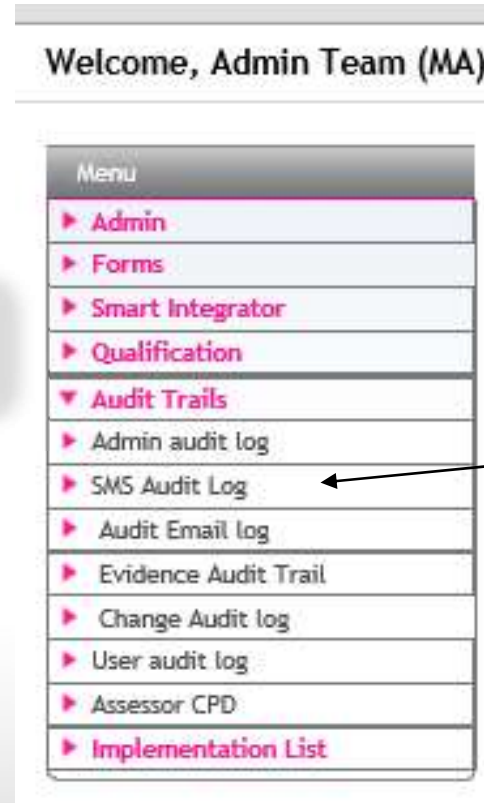




How to conduct an Audit



Step 1 – Click on the “Admin” Tab, then click on the “Audit Trails” option.



Step 2 – Click on the required audit. For this example, we will click SMS audit log.



Step 3 – Filter through the dates, who the SMS was to, and then click go.

Audit SMS Log

From Date: To Date:

Show : ALL To Learners To Assessors

Search:

Date	To	Number	Message
01/07/2015 13:19:29		08976 234345	Your username is: Jeff.Newman734 your password is: ***** Thanks The Smart Assessor System
01/07/2015 21:07:05		07970010389	Your username is: HilaryIndigo731 your password is: ***** Thanks The Smart Assessor System
01/07/2015 21:10:06		07970010389	Your username is: HilaryIndigo731 your password is: ***** Thanks The Smart Assessor System
08/07/2015 10:17:09		07970010389	Your username is: dannytaylor753 your password is: ***** Thanks The Smart Assessor System
08/07/2015 10:17:07		08976 234345	Your username is: Jeff.Newman734 your password is: ***** Thanks The Smart Assessor System

This can also be exported to excel.