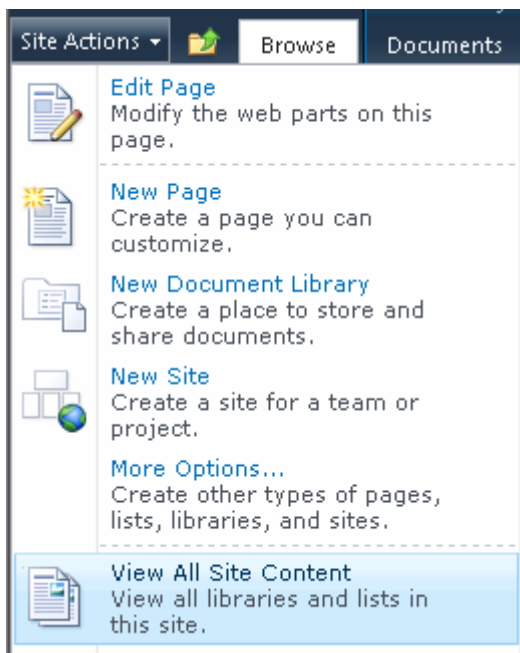


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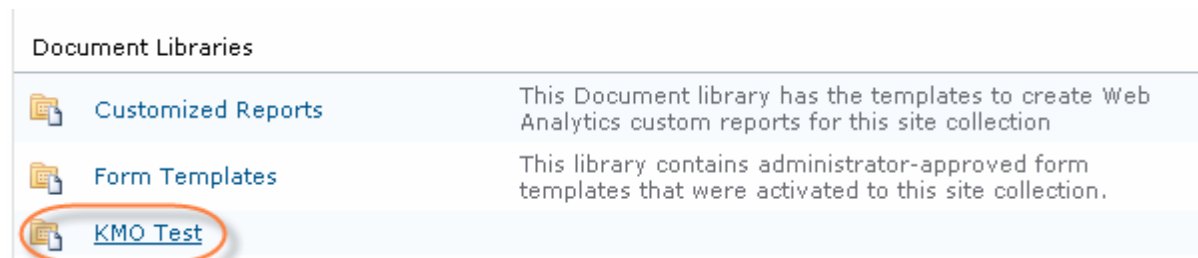
Auditing Policies in Sharepoint 2010

Sharepoint 2010 allows for a much more robust mechanism in regards to audit policies as well as reports. To turn on auditing at the document repository level – maneuver to the repository where auditing should be turned on.

Select Site Actions -> View All Site Content:



Select the document repository from the list in the example here it is KMO Test

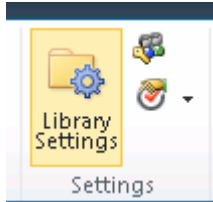


Under Library Tools in the ribbon on the top – select Library

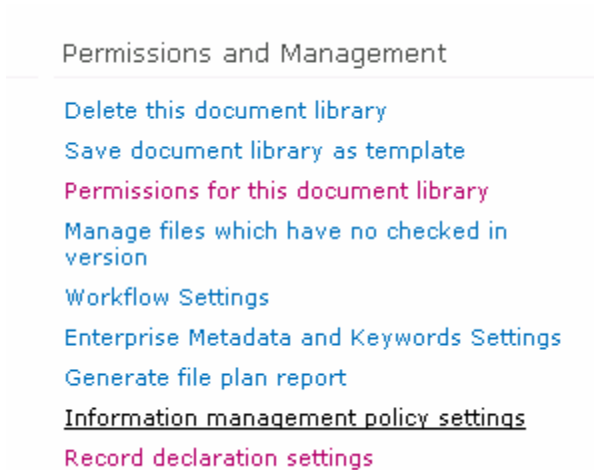


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On the right hand side select Library Settings:



Under Permissions and Management select Information management policy settings:



Under Content Type – select the content type which you want to enable auditing. In the example below I have selected Document:

Content Type	Policy	Description
Document	Custom policy	
Folder	None	
Document Set	None	

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Scroll down the page – and under the auditing section check Enable Auditing and then also check those items you wish to be audited – then scroll down and click OK.

Auditing

Specify the events that should be audited for documents and items subject to this policy.

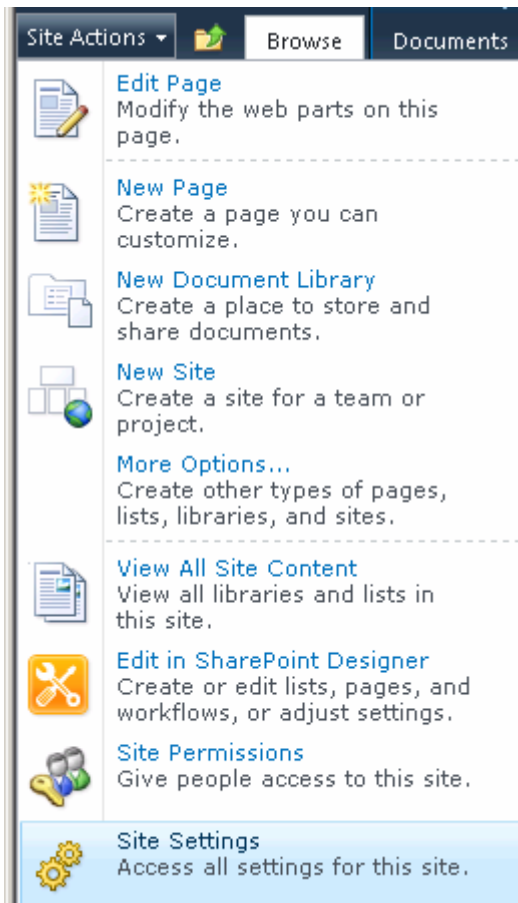
Enable Auditing

Specify the events to audit:

- Opening or downloading documents, viewing items in lists, or viewing item properties
- Editing items
- Checking out or checking in items
- Moving or copying items to another location in the site
- Deleting or restoring items

Auditing Reports

To view the auditing reports select at the document repository where auditing was enabled -> Site Actions -> Site Settings:



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Under Site Collection Administration – select Audit Log reports:



- Site Collection Administration
 - Search settings
 - Search scopes
 - Search keywords
 - FAST Search keywords
 - FAST Search site promotion and demotion
 - FAST Search user context
 - Recycle bin
 - Site collection features
 - Site hierarchy
 - Site collection audit settings
 - Audit log reports**

Select the report that is wished to be viewed from the list:

Content Activity Reports

- Content modifications**
This report shows all events that modified content in this site.
- Content type and list modifications**
This report shows all events that modified content types and lists in this site.
- Content viewing**
This report shows all events where a user viewed content in this site.
- Deletion**
This report shows all events that caused content in this site to be deleted or restored from the Recycle Bin.

Custom Reports

- Run a custom report**
Manually specify the filters for your Audit Report.

Information Management Policy Reports

- Expiration and Disposition**
This report shows all events related to the expiration and disposition of content in this site.

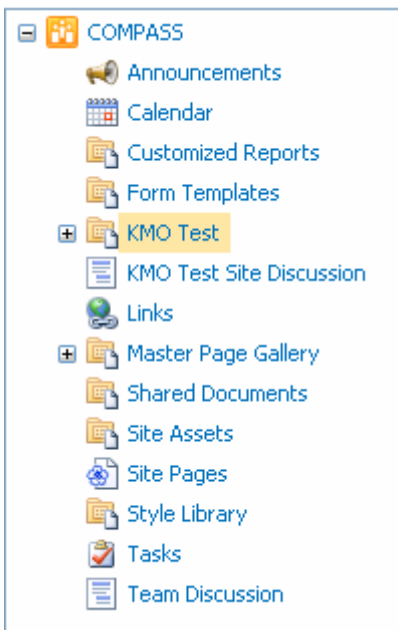
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Once a report is selected – enter in a file location where the report will be saved:

File Location
Specify where to save the report once it has been generated.

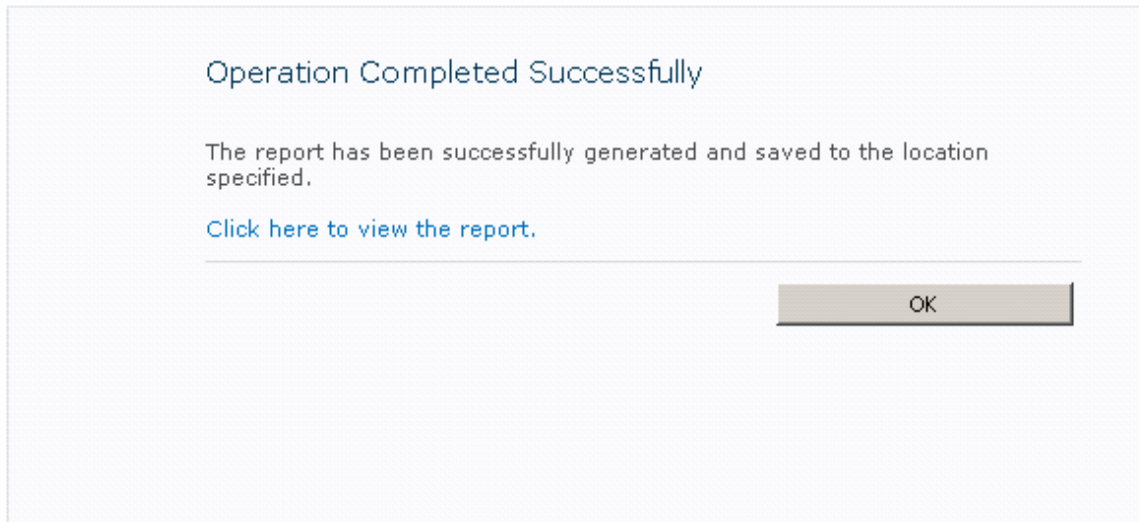
Save location:

If you select Browse – you can save the report to the Sharepoint tree – and in this case I selected KMO Test – I then clicked OK:



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A message will prompt one that the operating was successful and allow one to click to view the report:



Click Ok when done with this screen to go back to the Site Settings landing page.