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SharePoint Auditing

How to enable logging of important SharePoint events and view them in Audit Log Reports

Site Collection Audit Settings

- Navigate to Site Settings > Site Collection Administration > Site collection audit settings > Mark events you want to audit (Check SharePoint Built-in Audit Events) > Click "OK"
- We recommend that you select *Opening or downloading documents*, *viewing items in lists*, or *viewing item properties* for SharePoint Server sites only when absolutely needed. This option is likely to generate a large number of events that will potentially degrading the performance

Audit Log Reports

- Navigate to Site Settings > Site Collection Administration > Site collection features > Choose "Reporting" > Press "Activate"
- Navigate to Site Settings > Site Collection Administration > Audit log reports > Choose audit report you want (Check SharePoint Reports List) > Specify where to save the report once it has been generated > Click "OK" > Use "Click here to view the report" link
- The events that you select to audit are captured in audit reports in Microsoft Excel format and are available from the Auditing Reports page. You can also create a custom report that includes a number of these events over a specified date range, within a specific area of the site collection, or filtered to an individual user. You cannot modify events once they are logged, but site collection administrators can delete items from the audit log and configure automatic trimming of the audit log data

Audit Log Trimming

- Navigate to Site Settings > Site Collection Administration > Site collection audit settings > Set "Automatically trim the audit log for this site?" to "Yes" > Set trimming range time (30 days default) > Set the location you want to save the log before it will be trimmed > Click "OK"

For Detailed SharePoint Auditing, Try Netwrix Auditor — netwrix.com/go/trial-sp

- **Change auditing**: detection, reporting and alerting on all configuration changes across your entire IT infrastructure with Who, What, When, Where details and Before/After values.
- **Predefined reports and dashboards** with filtering, grouping, sorting, export (PDF, XLS etc.), email subscriptions, drill-down, access via web, granular permissions and ability to create custom reports.
- **AuditArchive™:** scalable two-tiered storage (file-based + SQL database) holding consolidated audit data for 10 years or more.
- **Unified platform** to audit the entire IT infrastructure, unlike other vendors with a set of hard-to-integrate standalone tools.

SharePoint Built-in Audit Events:

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

Lists, Libraries, and Sites
- Searching site content
- Editing users and permissions
- Editing content types and columns

SharePoint Built-in Reports:

- Content viewing
- Content modifications
- Deletion
- Content type and list modifications
- Policy modifications
- Expiration and Disposition
- Auditing settings
- Security settings
- Custom report

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Try SharePoint Auditing For Free:
netwrix.com/go/trial-sp

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