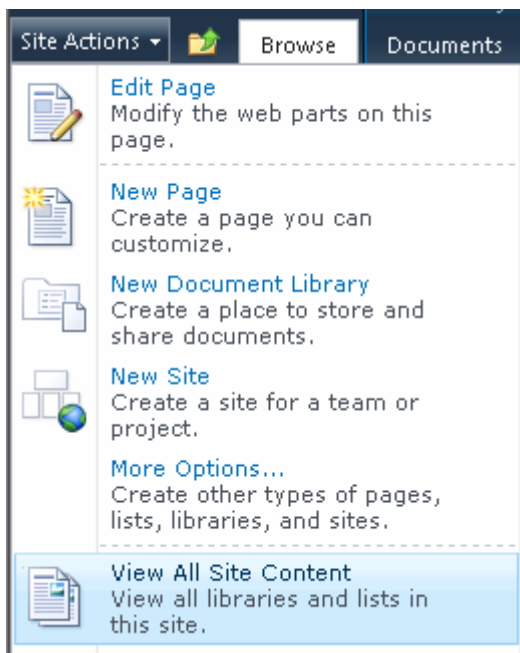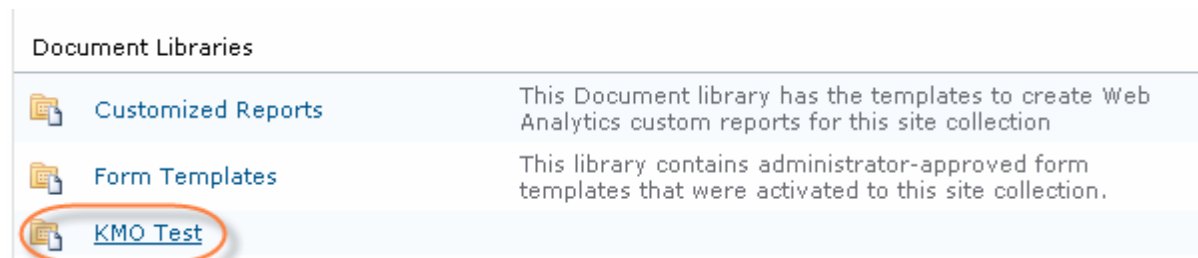# Kevin O'Neill

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:

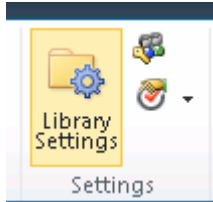Select the document repository from the list in the example here it is KMO Test

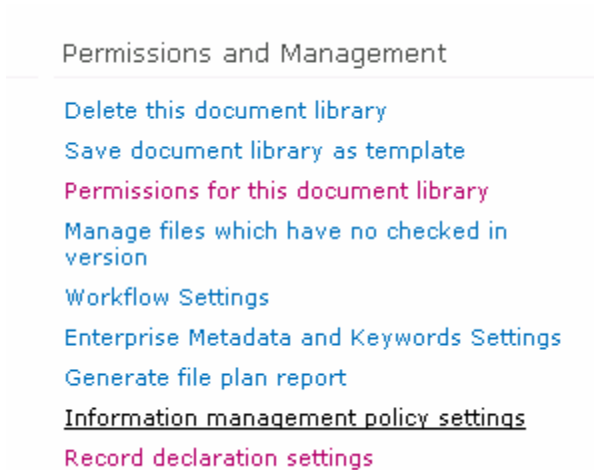Under Library Tools in the ribbon on the top – select Library

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:

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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 Reports

To view the auditing reports select at the document repository where auditing was enabled -> Site Actions -> Site Settings:
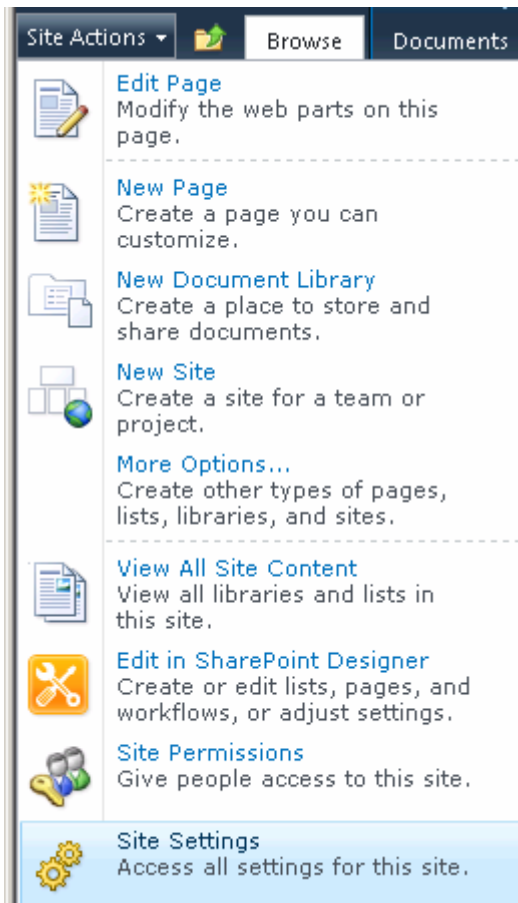
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Under Site Collection Administration – select Audit Log reports:

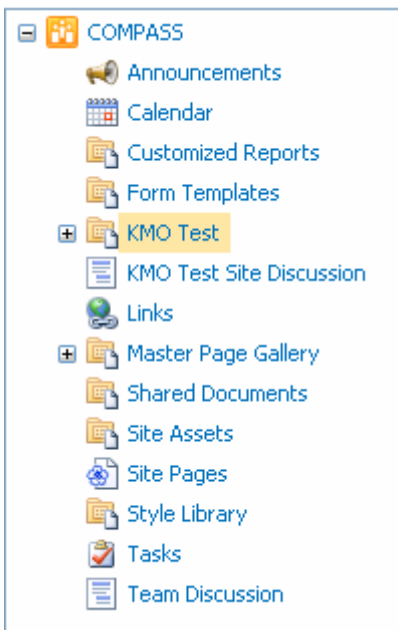Select the report that is wished to be viewed from the list:

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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:

[   ] Browse...

OK   Cancel

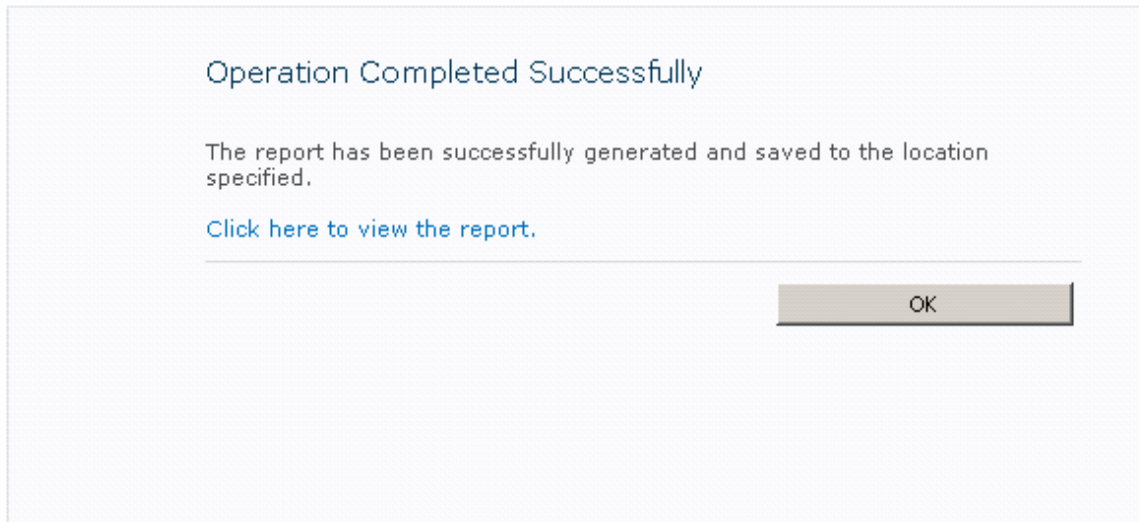If you select Browse – you can save the report to the Sharepoint tree – and in this case I selected KMO Test – I then clicked OK:

- COMPASS
    - Announcements
    - Calendar
    - Customized Reports
    - Form Templates
    - KMO Test
    - KMO Test Site Discussion
    - Links
    - Master Page Gallery
    - Shared Documents
    - Site Assets
    - Site Pages
    - Style Library
    - Tasks
    - Team Discussion

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

Operation Completed Successfully

The report has been successfully generated and saved to the location specified.

Click here to view the report.

[OK]

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