

# Configure audit data for a site collection

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## ► Applies To

The audit feature for Microsoft SharePoint and SharePoint Server lets you track user activity on content types like lists and libraries within your site collection. Knowing which users have accessed specific content at any given time is critical for many business requirements, such as regulatory compliance and records management.

### Notes:

- Only site-collection owners can run audit log reports.
- If the Audit log Reports link is not available under Site Settings, make sure you have the Site Collection Feature [“Reporting” activated](#).
- Pages (such as .aspx) aren't considered documents so they can't be audited in SharePoint Servers 2019 or 2016.
- SharePoint audit log reports function differently than classic audit log reports.
- SharePoint administrators can directly download data from the [Microsoft 365 Management Activity API](#).

Select your version of SharePoint from one of the tabs below:

## Run Audit Log Reports in SharePoint:

1. Select **Settings** > **Site settings**. If you don't see **Site settings**, select **Site information** and then select **View all site settings**. Some pages might require you to select **Site contents**, and then **Site settings**.
2. If you are not at the root of your site collection, under **Site Collection Administration**, select **Go to top level site settings**.

### Notes:

- The Site Collection Administration section won't be available if you don't have the necessary permissions. You need to be a member of the default Site Collections Administrators group or a farm administrator.
  - If the **Audit log reports** link is not available under **Site Collection Administration**, make sure you have the Site Collection Feature “Reporting” activated.
3. On the Site Settings page, under **Site Collection Administration**, select **Audit log reports**.

 screenshot of audit log reports

## Activate the "Reporting" feature

If you don't see the **Audit log reports** link under **Site Collection Administration**, do the following to activate the "Reporting" feature:

1. Under **Site Collection Administration**, select **Site collection features**.

 screenshot of selecting Site collection features

2. Select **Reporting** > **Activate**.  screenshot of activate log reporting

## Using Unified Audit Logging

Microsoft 365 Unified Audit Logging now supports SharePoint and OneDrive. Unified auditing provides access to event logs (like view, create, edit, upload, download, and delete) and sharing actions like invitation and access requests, and synchronization activity. For more information about what Unified Audit Logging in Microsoft 365 provides for SharePoint, see [Audited activities](#).

## Audit Log Report changes (Effective 2021):

- **Trimming audit log reports:** Trimming is no longer a feature but you can still access files that were trimmed in the past in the designated document library.
- **Editing Specific Events:** Audit Log Reports no longer allows for the editing of specific events. Audit Log Reports is still available but is limited to [specific types of events](#).
- **Customize Reports:** The location option has been hidden due to the discontinuation of support for reports scoped at the sub-site level.

## Related Topics

[View audit log reports](#)

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Source: <https://support.office.com/en-us/article/configure-audit-settings-for-a-site-collection-a9920c97-38c0-44f2-8bcb-4cf1e2ae22d2>