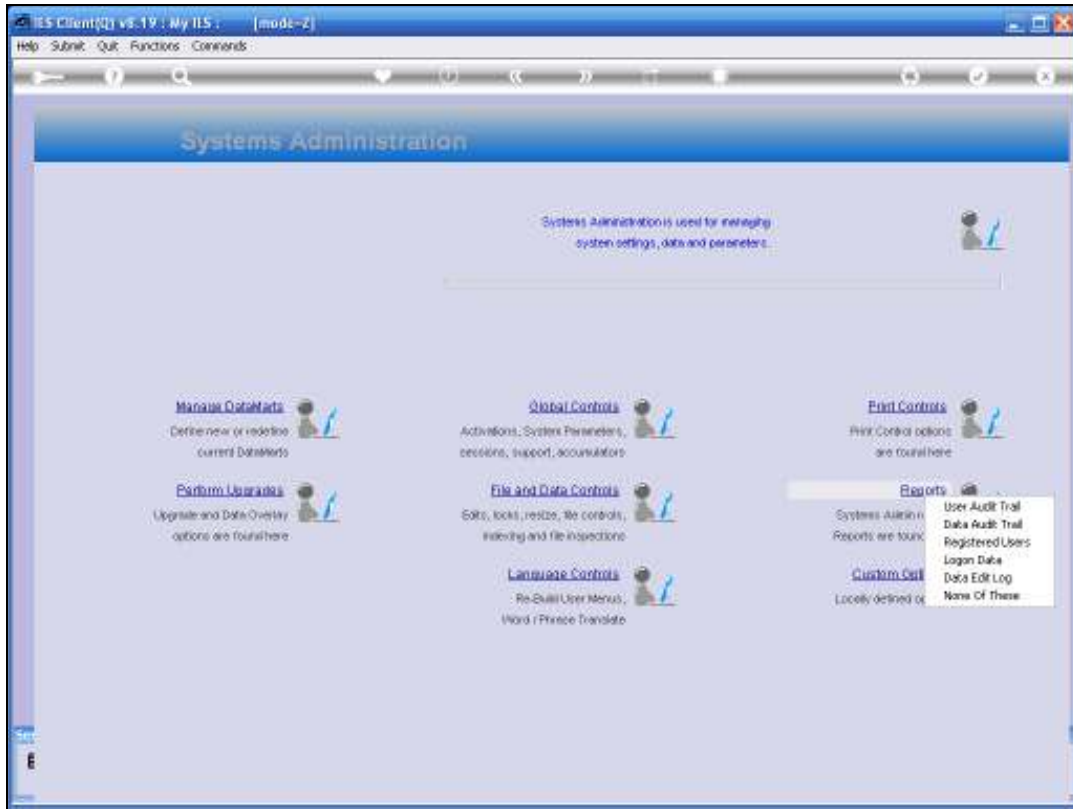Slide 1

Slide notes: In this tutorial we are looking at the Data Audit Trail Report.

Slide 2
Slide notes:

Slide 3

Slide notes: From the Systems Administration Menu, we select Reports and then Data Audit Trail.

Slide 4

Slide notes: We must point out that there are many different kinds of Audit Trails in IES Business. This particular Report is not to be confused with other Audit Trails. The purpose of this Report is to reveal specific Data Element changes performed by Users while using File Maintenance options, usually on Master Files, and specifically for Fields listed on the File Manager as Fields to track changes for. Tracking also happens only during periods when File Auditing is 'switched on' at the Main System Parameters. For execution of the Report, we have a number of criteria to target specific information we are looking for, like Datamart, User who performed it, when was it performed, etc.
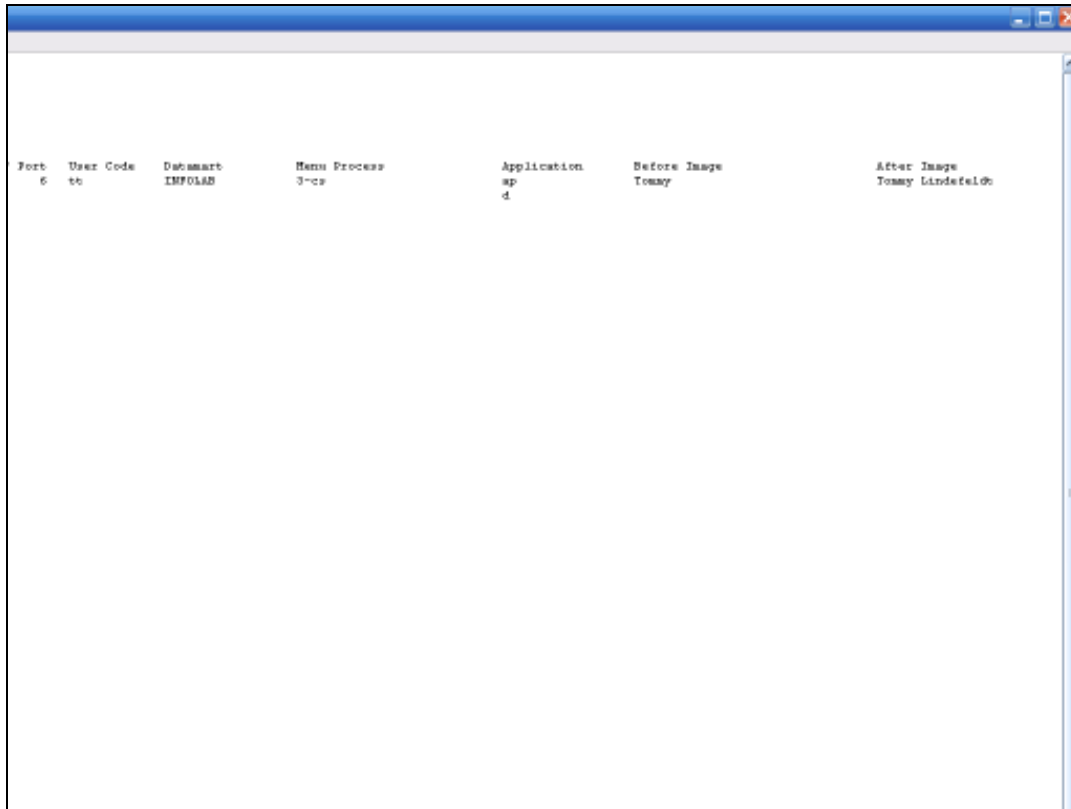
Slide 5

Slide notes: In this example, we see an entry where a Name Change was performed on a User Master Record. The action is 'amend', and we can see the date and time it was performed, by whom and in which Datamart.

Slide 6
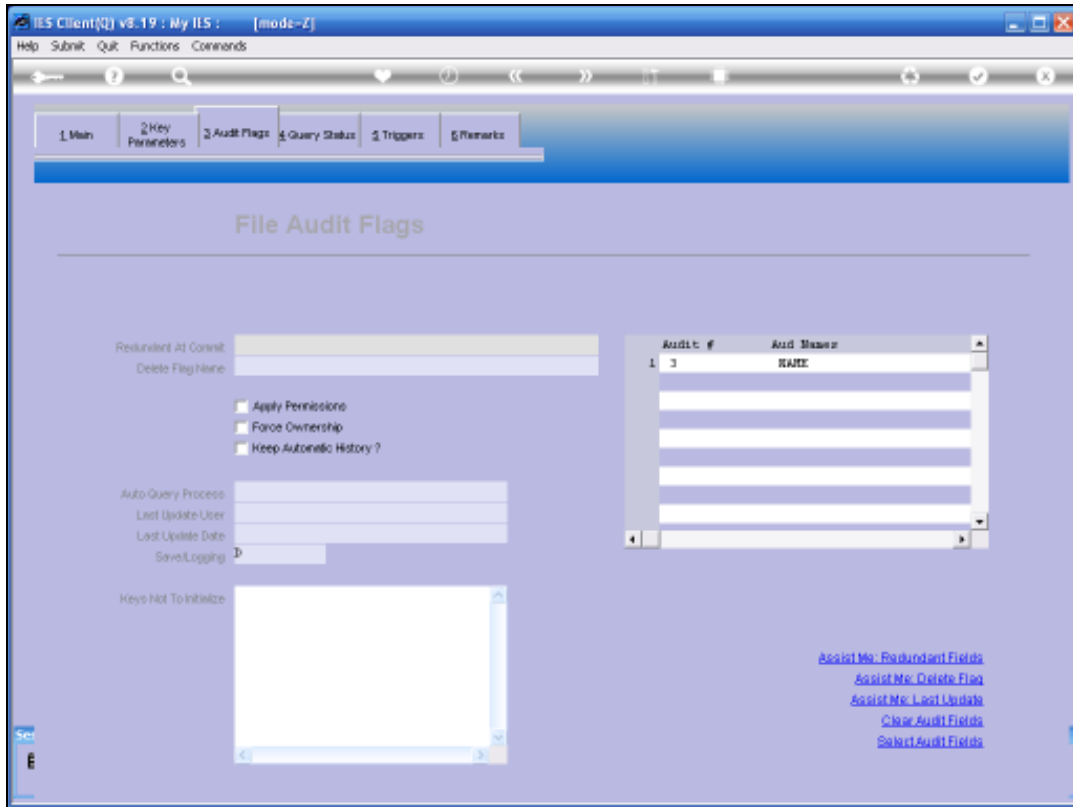Slide notes:

Slide 7

Slide notes: To the right of the page we also have the before and after image of the data element.
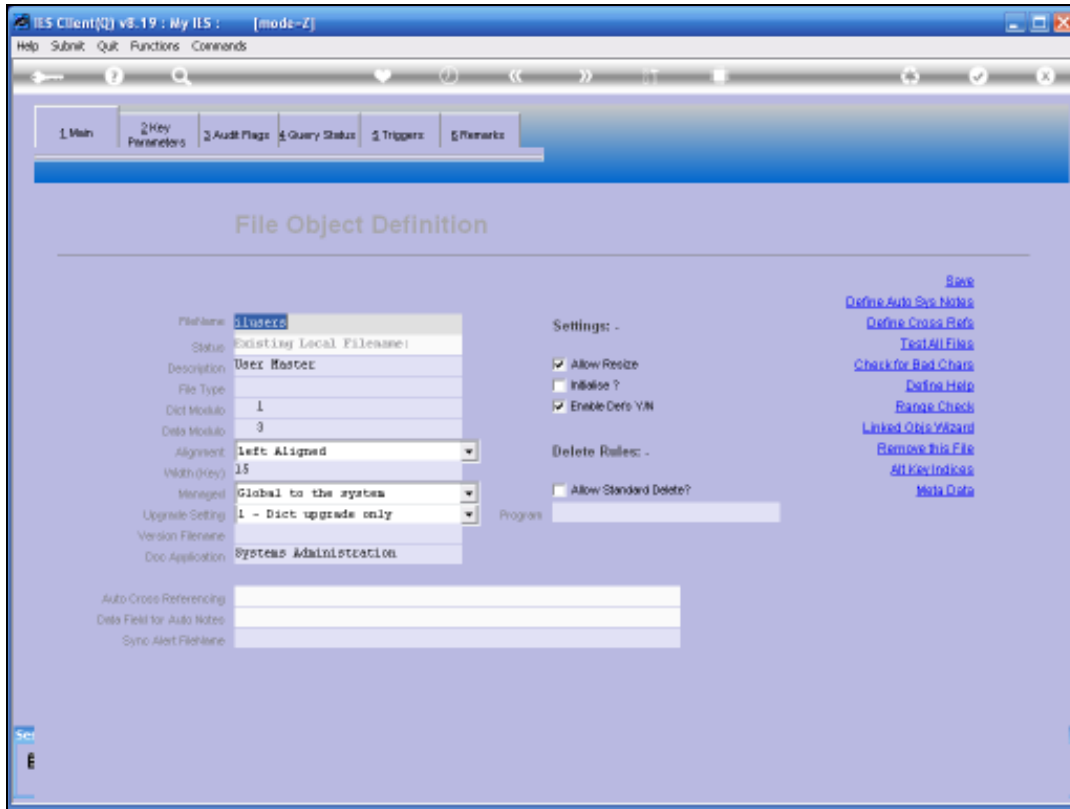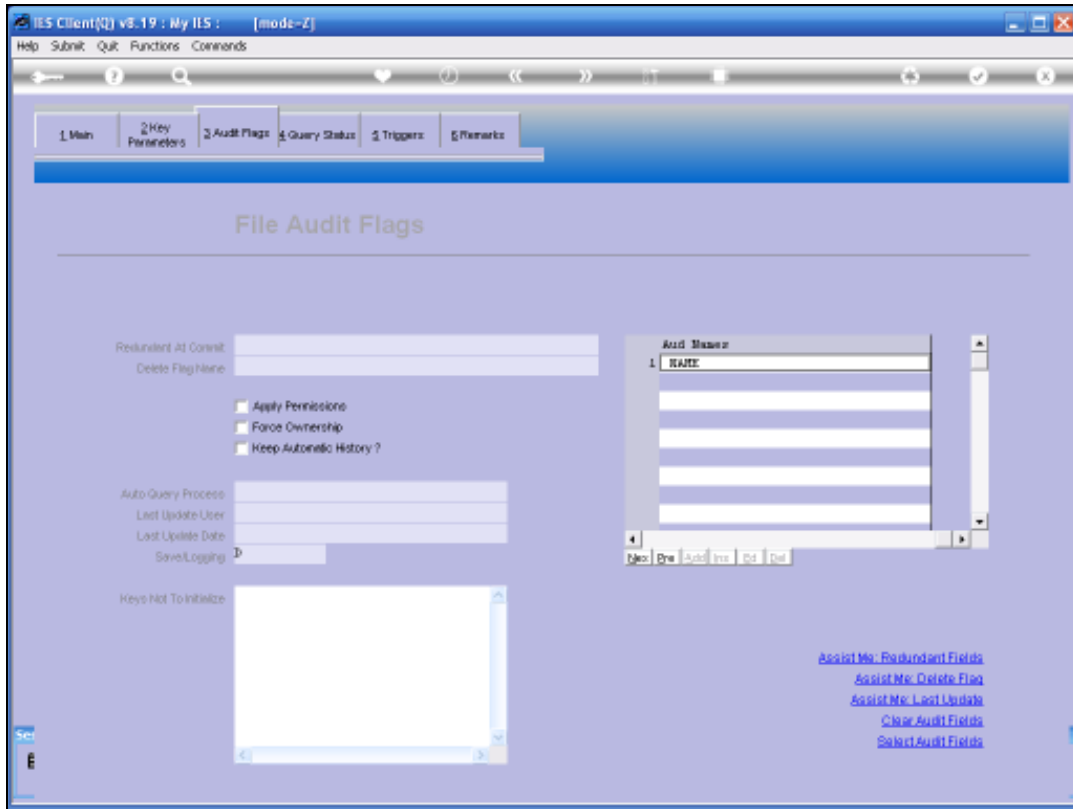
Slide 8

Slide notes: To understand why this data is available on the current Report, we look at the User Master File entry in the File Manager.
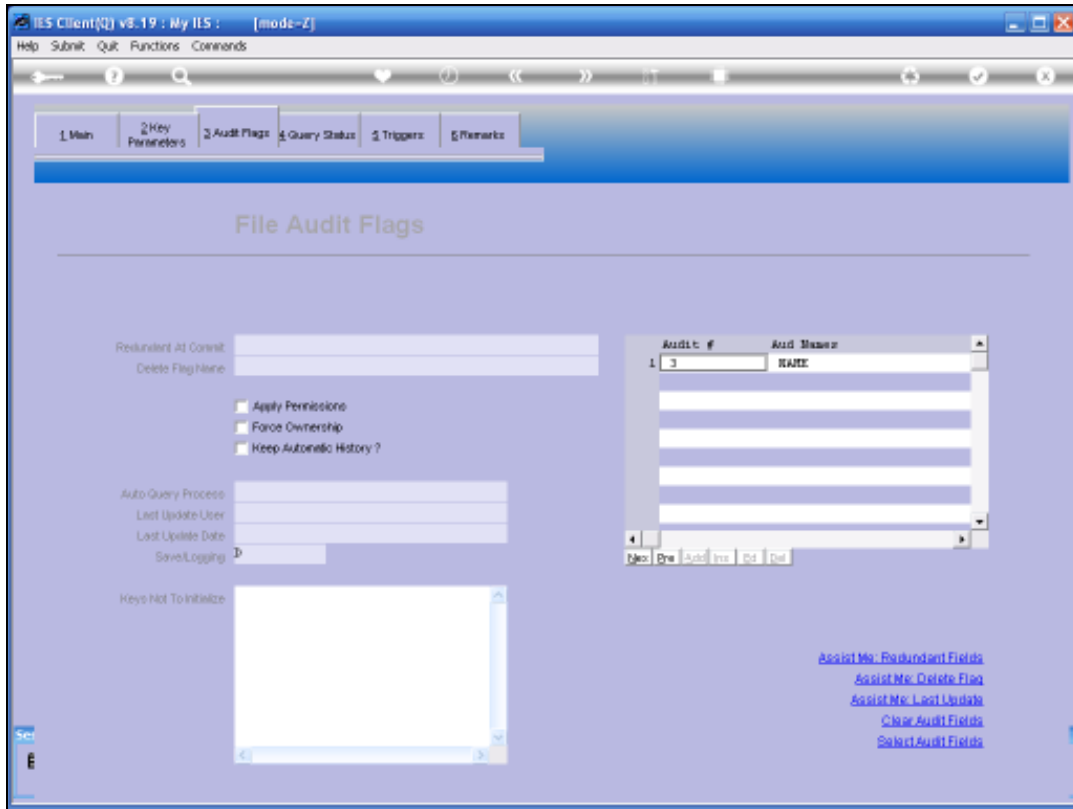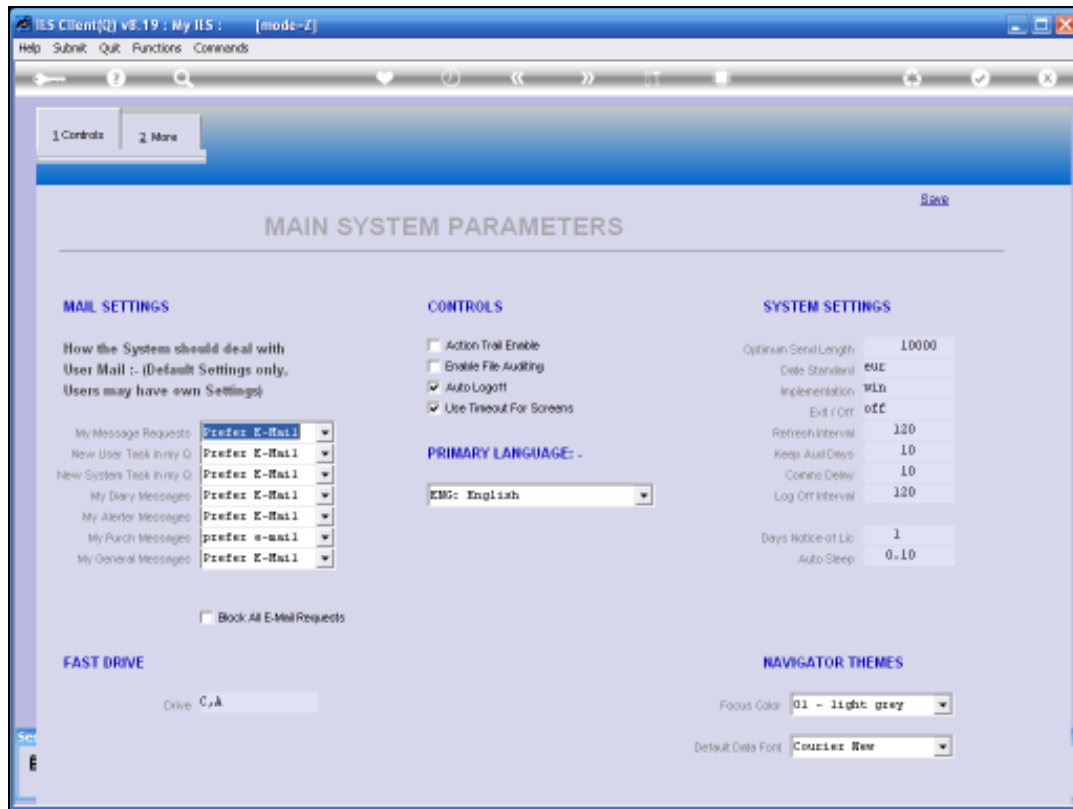
Slide 9

Slide notes: And here we can see that the "Name" field, or field number 3, is listed for audit tracking.
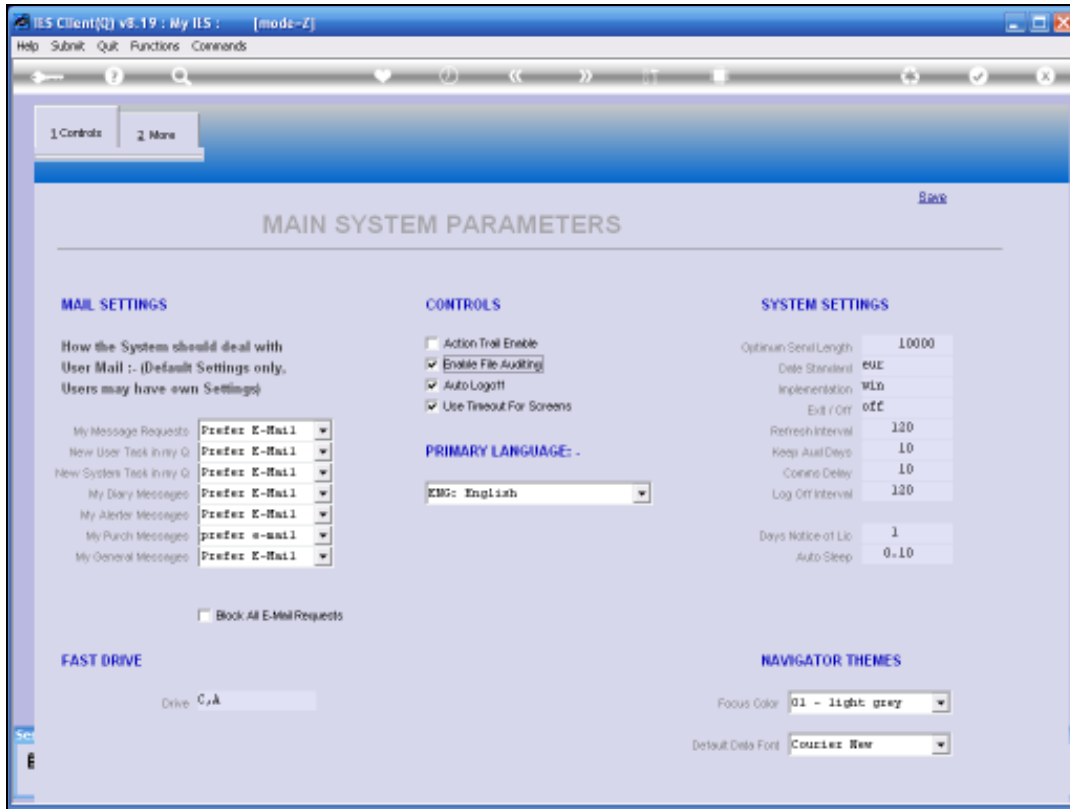
Slide 10
Slide notes:

Slide 11

Slide notes:

Slide 12

Slide notes: In the meantime, File Audit Tracking on Master Files take place only while on the Main System Parameters, the option for 'Enable File Auditing' is checked.

Slide 13
Slide notes: