

Slide 1

Slide notes: In this tutorial we look at the User Audit Trail Report.

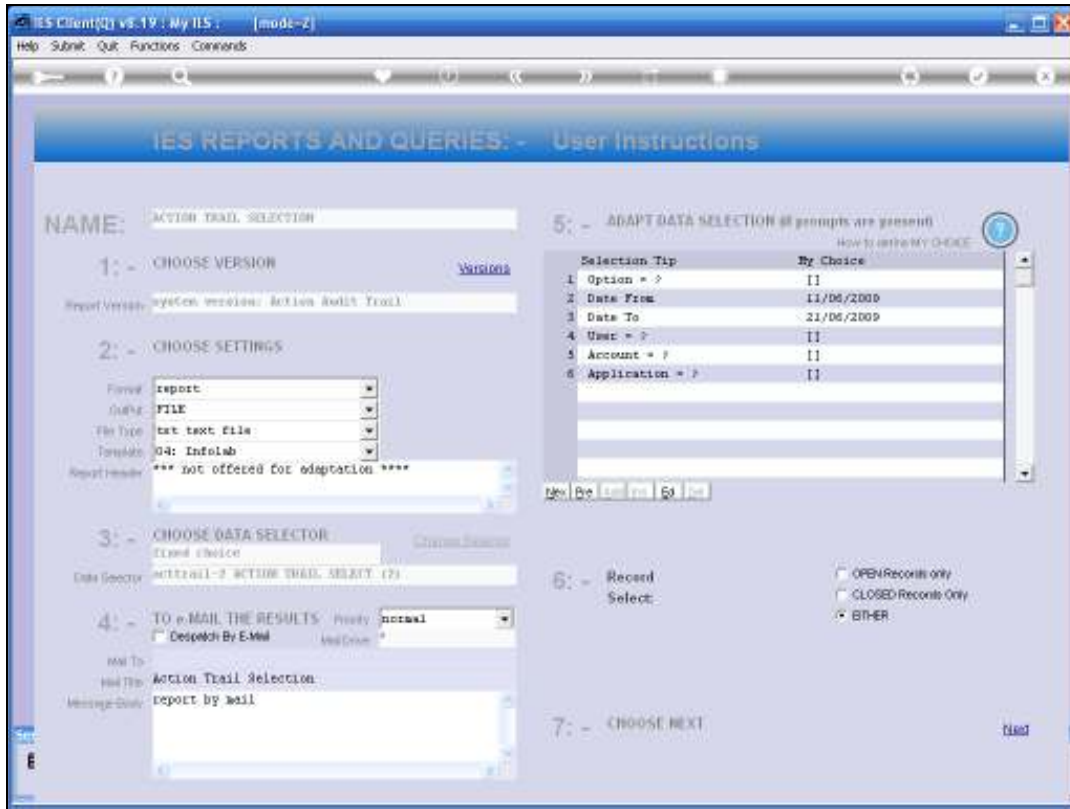


Slide 2
Slide notes:



Slide 3

Slide notes: From Systems Administration, we select Reports and then User Audit Trail.



Slide 4

Slide notes: The Report will list User Activity in the system, for the selected Date Range, User, Datamart, etc.

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User Action Audit Trail

User	*Department	*Process	Action Date	Time
Tommy	ITS Business	Options for Report or Query Execution	21/06/2009	12:11:15
Tommy	ITS Business	Action Trail Selection	21/06/2009	12:11:15
Tommy	ITS Business	SysAdmin Wizard	21/06/2009	12:10:49
Tommy	ITS Business	Options for Report or Query Execution	21/06/2009	12:10:15
Tommy	ITS Business	Action Trail Selection	21/06/2009	12:10:15
Tommy	ITS Business	Define Ledger	21/06/2009	12:10:05
Tommy	ITS Business	GL Ledger Wizard	21/06/2009	12:10:03
Tommy	ITS Business	20120 : STOCK SUPPLU	21/06/2009	12:09:56
Tommy	ITS Business	2		
Tommy	ITS Business	40060 SQL : PAYMENT	21/06/2009	12:09:48
Tommy	ITS Business	10010 SQL : CHARGES	21/06/2009	12:09:41
Tommy	ITS Business	10040 SQL : PHYSICAL AND RESOURCE	21/06/2009	12:09:34
Tommy	ITS Business	Journal Processing Wizard	21/06/2009	12:09:20
Tommy	ITS Business	SysAdmin Wizard	21/06/2009	12:09:24
Tommy	ITS Business	Options for Report or Query Execution	21/06/2009	12:09:26
Tommy	ITS Business	Action Trail Selection	21/06/2009	12:09:25
Tommy	ITS Business	SysAdmin Wizard	21/06/2009	12:09:21
Tommy	ITS Business	10010 SQL : STANDARD JOU	21/06/2009	12:09:03
Tommy	ITS Business	FBAL		
Tommy	ITS Business	Journal Processing Wizard	21/06/2009	12:07:59

19 record(s) listed

Slide 5

Slide notes: In this example we can see activity for User Tommy, showing the date and time for each Task or Menu activity this User performed.

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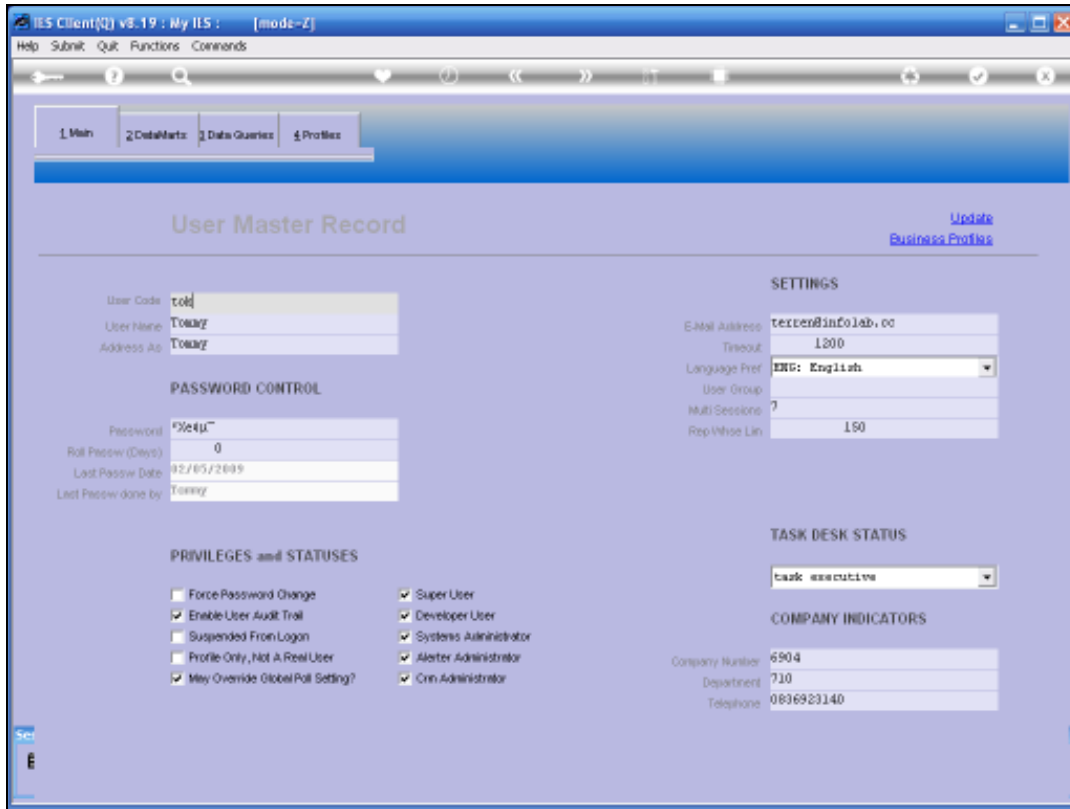
13:11:19 21 JUN 2009 page 1

User Action Audit Trail

User	*Department	*Process	Action Date	Time
Tommy	ITS Business	Options for Report or Query Execution	21/06/2009	13:11:15
Tommy	ITS Business	Action Trail Selection	21/06/2009	13:11:15
Tommy	ITS Business	Speddata Wizard	21/06/2009	13:10:49
Tommy	ITS Business	Options for Report or Query Execution	21/06/2009	13:10:15
Tommy	ITS Business	Action Trail Selection	21/06/2009	13:10:15
Tommy	ITS Business	Define Ledger	21/06/2009	13:10:05
Tommy	ITS Business	GL Ledger Wizard	21/06/2009	13:10:03
Tommy	ITS Business	20120 : STOCK SUPPLU	21/06/2009	13:09:56
Tommy	ITS Business	2		
Tommy	ITS Business	40060 SQL : PAYMENT	21/06/2009	13:09:48
Tommy	ITS Business	10010 SQL : CHARGES	21/06/2009	13:09:41
Tommy	ITS Business	10040 SQL : PHYSICAL AND RESOURCE	21/06/2009	13:09:34
Tommy	ITS Business	Journal Processing Wizard	21/06/2009	13:09:20
Tommy	ITS Business	Speddata Wizard	21/06/2009	13:09:24
Tommy	ITS Business	Options for Report or Query Execution	21/06/2009	13:08:26
Tommy	ITS Business	Action Trail Selection	21/06/2009	13:08:25
Tommy	ITS Business	Speddata Wizard	21/06/2009	13:08:21
Tommy	ITS Business	10010 SQL : STANDARD JOU	21/06/2009	13:08:03
Tommy	ITS Business	REAL		
Tommy	ITS Business	Journal Processing Wizard	21/06/2009	13:07:59
4				

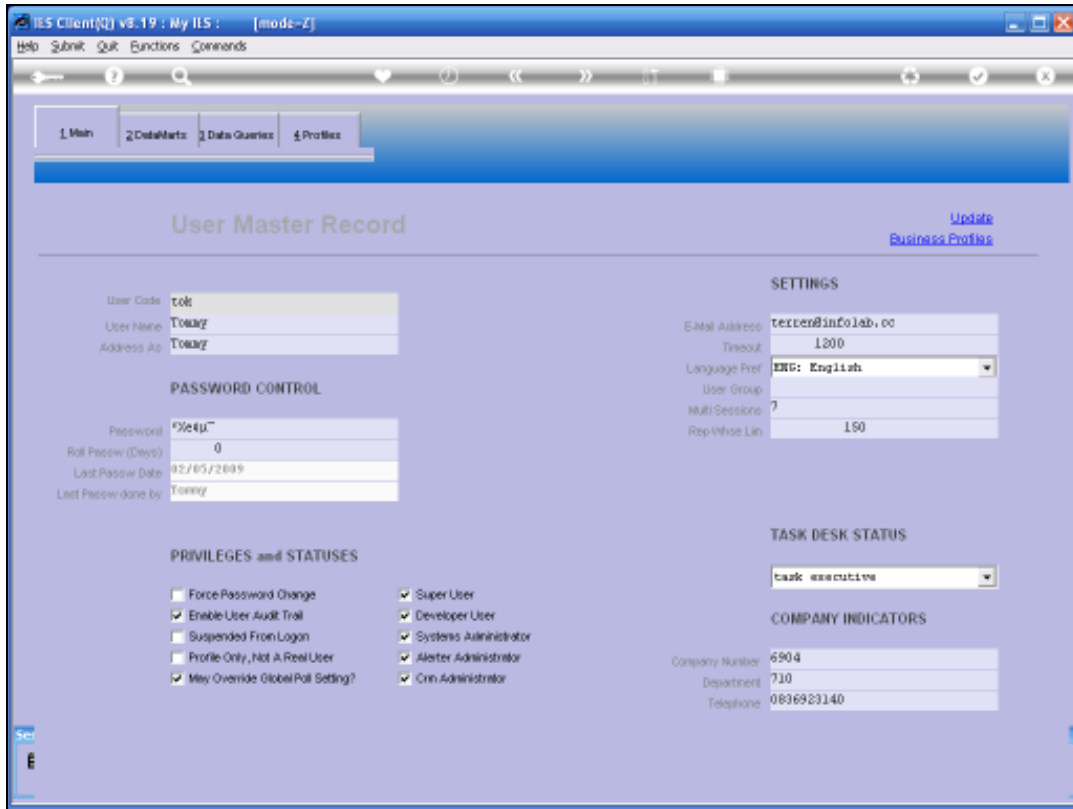
19 record(s) listed

Slide 6
 Slide notes:

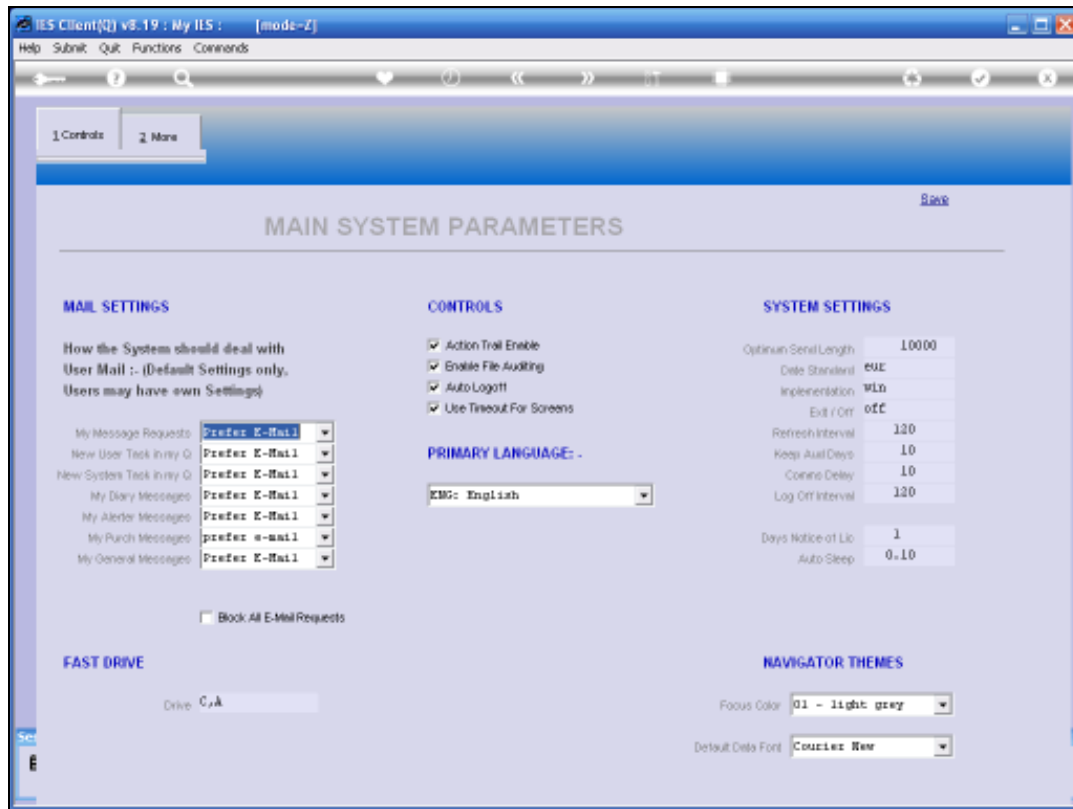


Slide 7

Slide notes: It is important to note that this activity is only monitored and available for reporting if the User is currently checked for 'User Audit Trail' tracking, on the User Master Record..

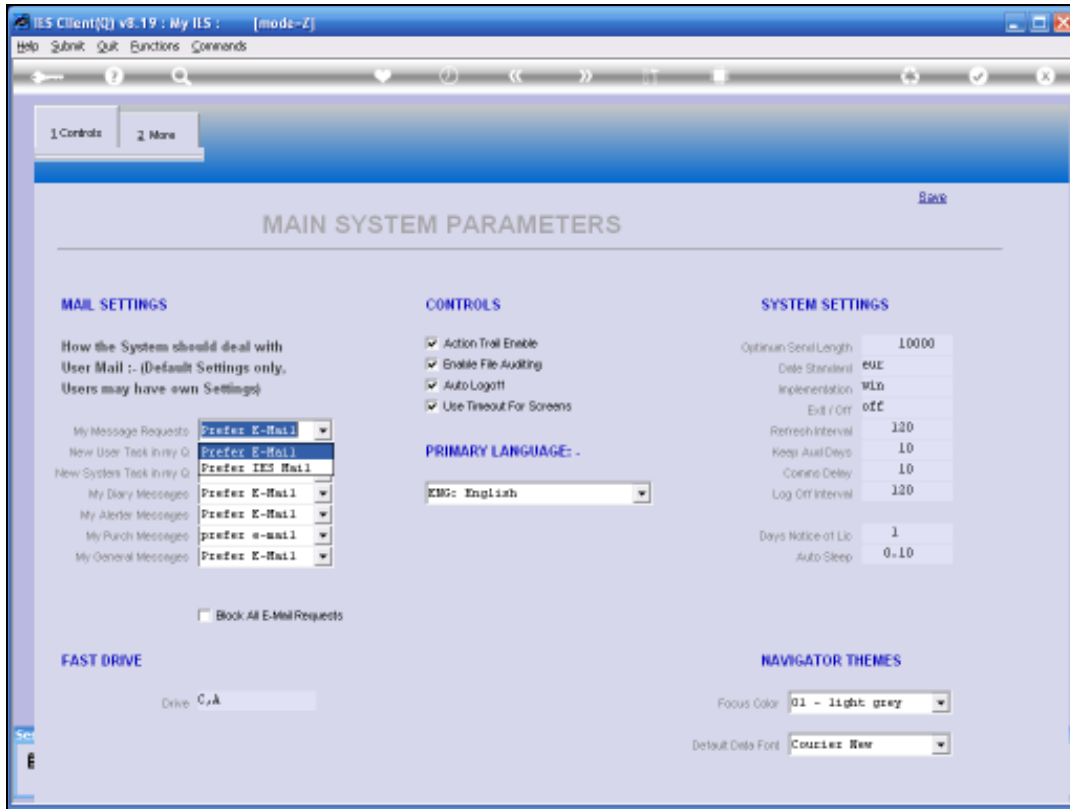


Slide 8
Slide notes:



Slide 9

Slide notes: And also on the Main System Parameters, the global switch for 'Action Trail Enable' must be checked. We use this switch to enable or disable tracking for Users, on demand.



Slide 10

Slide notes: