

Audit Log User Guide



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Audit Log

Path: Utilities → Audit Log

The Audit Log is a very useful tool for tracking events in PCSchool. If changes are made to the data in PCSchool a track can be set to record the event, the person logged on at the time and the change made.

In order to do this an Audit Trail needs to be created; only someone with SYSADMIN rights can make or edit the Audit Trail.

The Audit Log can only be set up in the Main Workarea of PCSchool.

Security; In order to view the information recorded you need the security of Audit Log View.

Prerequisite;

- Prior to obtaining information from the Audit Log an Audit Trail needs to be started
- The Audit Trail is created in Users Security Setup
- It is best to clear the log at intervals otherwise it can take time to filter the data when you need to review it
- You need to be careful with what you add to the log as it can slow PCSchool

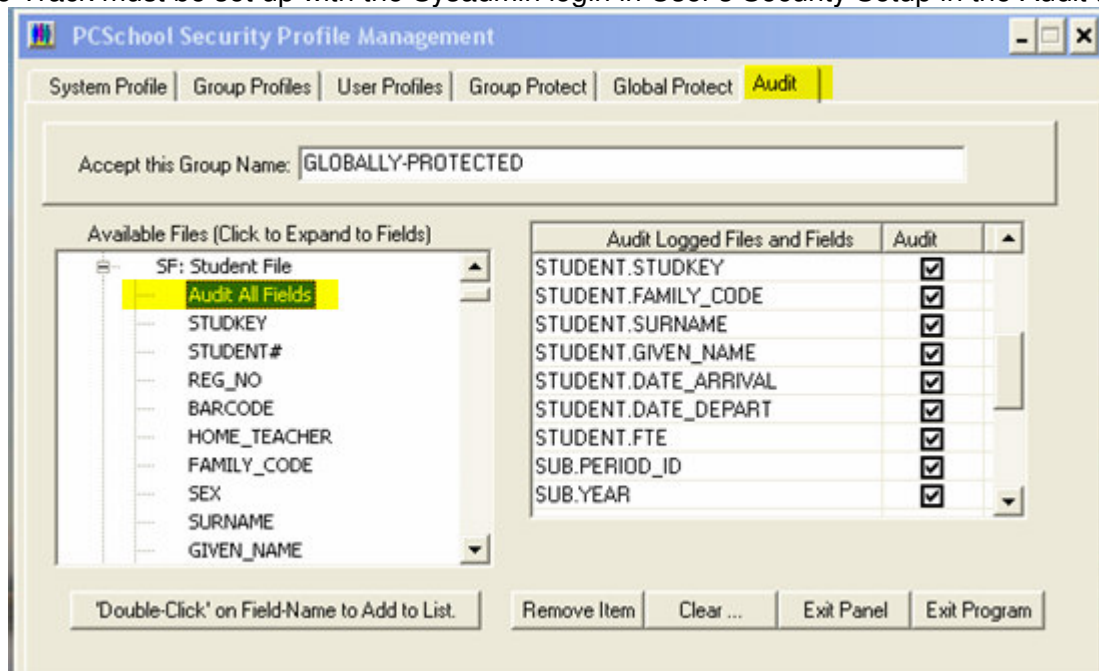
<u>Prerequisites</u>	<u>Using the Audit Log</u>	<u>Clear the Log</u>
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Prerequisite

Path: Utilities → User's Security Setup

It is possible with the individual files to click Audit All Fields and providing your computers and network are fast enough this is an excellent option to take for the Student File. Since adding too many fields for tracking can slow down the running of computers you can then remove any fields you may not wish to track.

Fields to Track must be set up with the Sysadmin login in User's Security Setup in the Audit tab.



Using the Audit Log

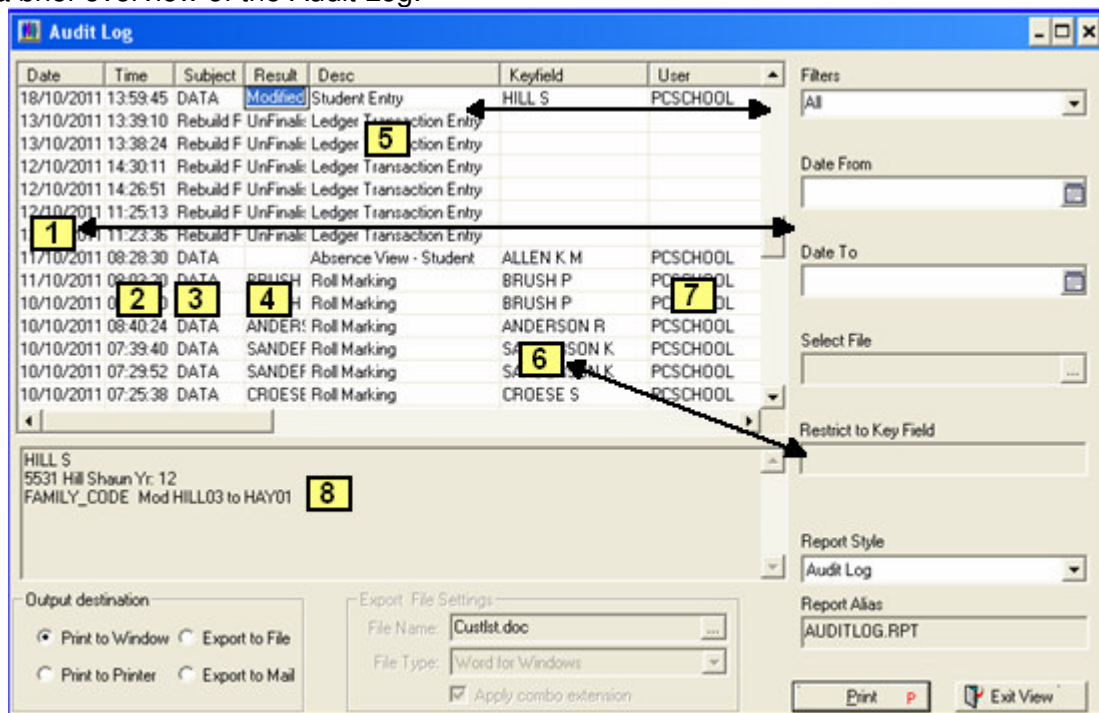
Path: Utilities → Audit Log

The Audit Log can be viewed and will show any changes that have been selected to be tracked. Filters can be entered to narrow the search for information. If this file takes too long to generate old records can be removed from the log through User's Security Setup after backing up the SSACLOG file.

Overview	Filters	Dates
Select File	Restricted Key Field	Printing Reports

Overview

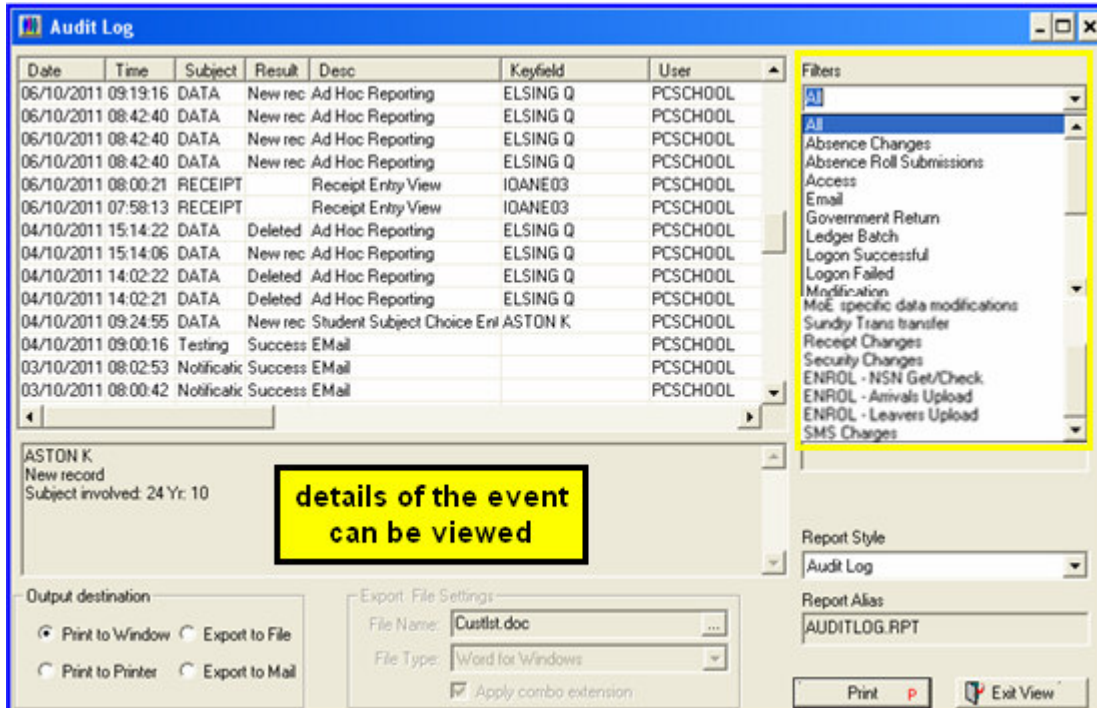
This is a brief overview of the Audit Log.



1.	The Date of the incident can be used as filter.
2.	This column shows the Time the incident happened.
3.	The Subject shows the general area of the incident.
4.	Result is generally the affected party and can be a part of the filters
5.	Description what the incident was and can be part of the filters.
6.	This is a Keyfield the Student key or any other key can be used for filtering.
7.	User shows the person logged onto PCSchool that is responsible for the incident.
8.	Selecting any line will show the printout of incident.

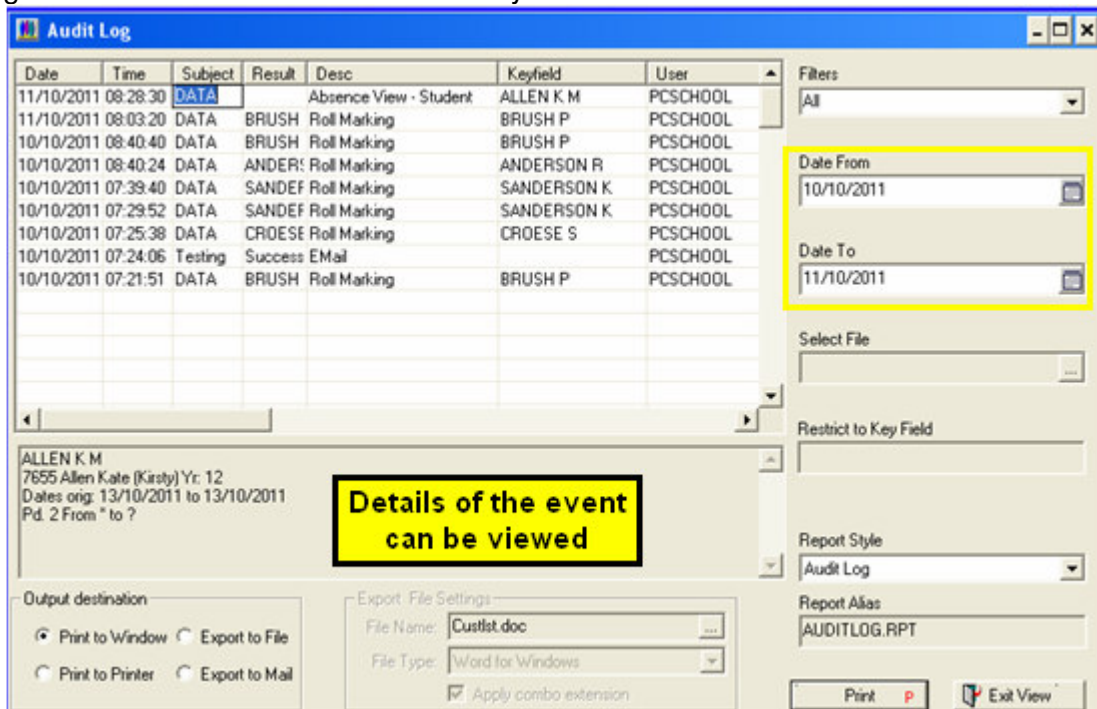
Filters

The default **Filter** is All but other filters are available selecting each time a filter is selected the view will need time to refresh. The time it takes depends upon how many incidents the SSACLOG file holds.



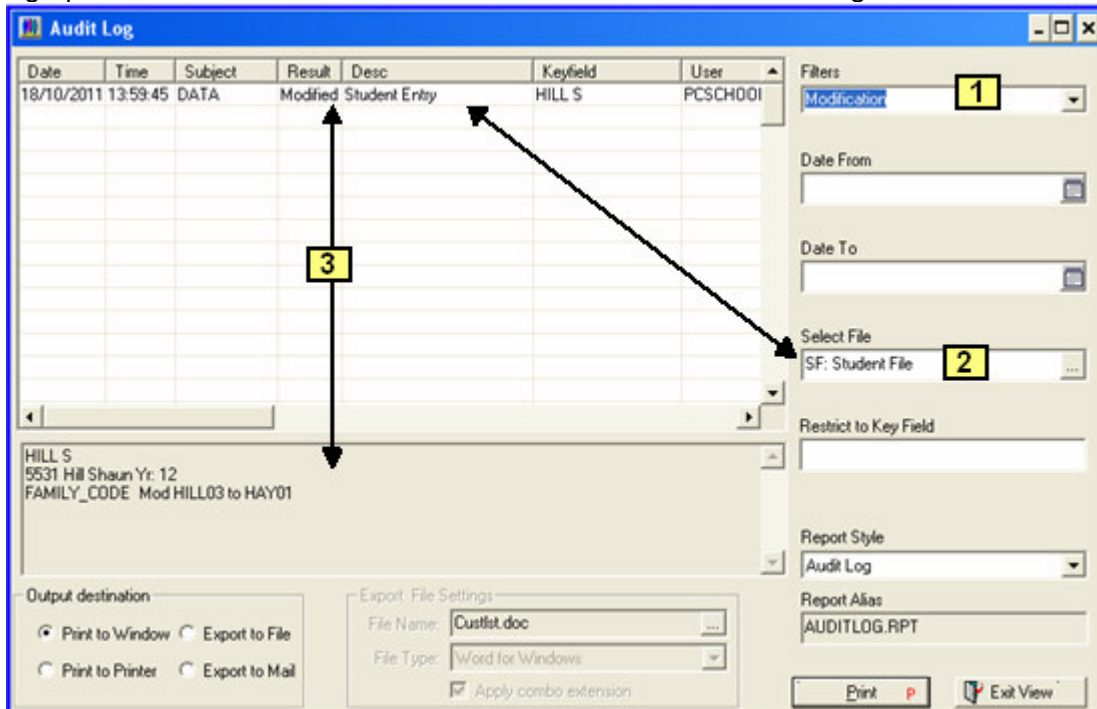
Dates

Selecting a Date From and To can further filter your search for information.



Select File

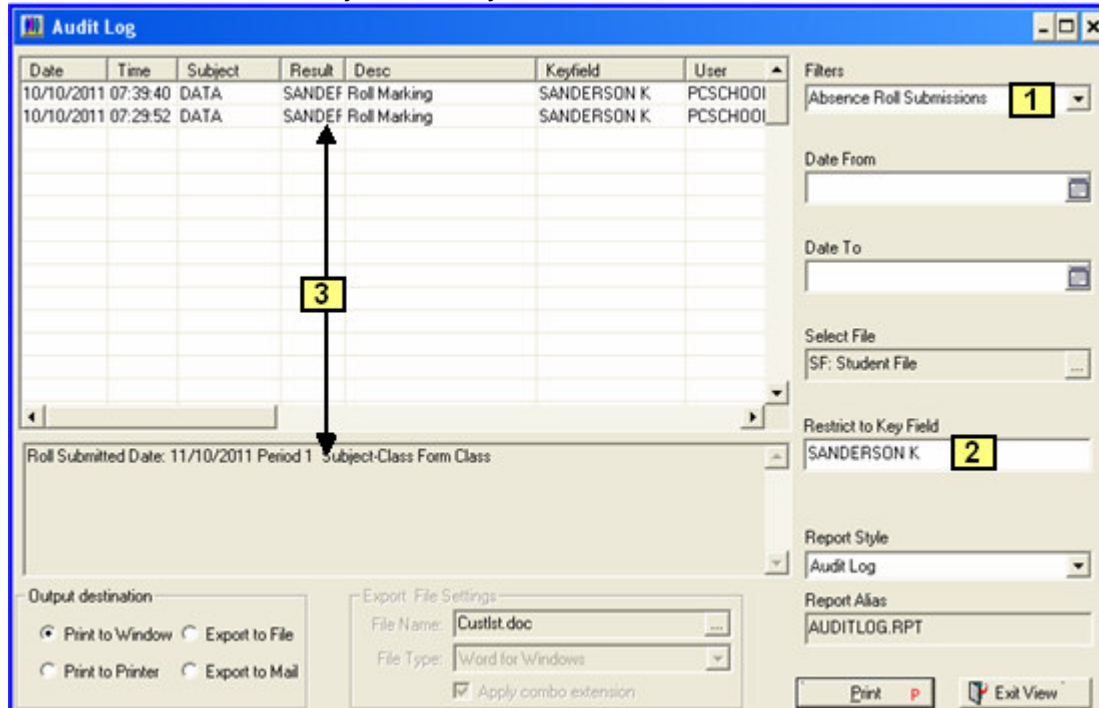
Depending upon the Filter selected this field can become active and a single data file selected.



- | | |
|----|---|
| 1. | Select a Filter. |
| 2. | Select a File to filter by. |
| 3. | Click into a Line and view the details of the incident. |

Restricted Key Field

You can manually enter a Keyfield such as Student Code, Family Code or teacher code or copy and paste them into this area to filter by an Identity.



1.	Select a Filter.
2.	In Restrict to Key Field enter or copy and paste the field you want to filter by; <ul style="list-style-type: none"> • This field is case sensitive
3.	Click into a line to view the details.

Printing Reports

There are four Audit Reports, if these are not available for selection in the report Style they will need to be set up in Report Alias Settings.

Path: Utilities → Report Alias Settings

When creating new Reports they are all created in the same way by;

- Entering the Report Name
- Selecting the Module
- Selecting the Usedin
- The heading will default
- Display order selection is optional and if not entered the report selection will be in Alpha order
- Entering the Description
- The Alias will default
- Click Save

Follow the screenshots for creating the reports.

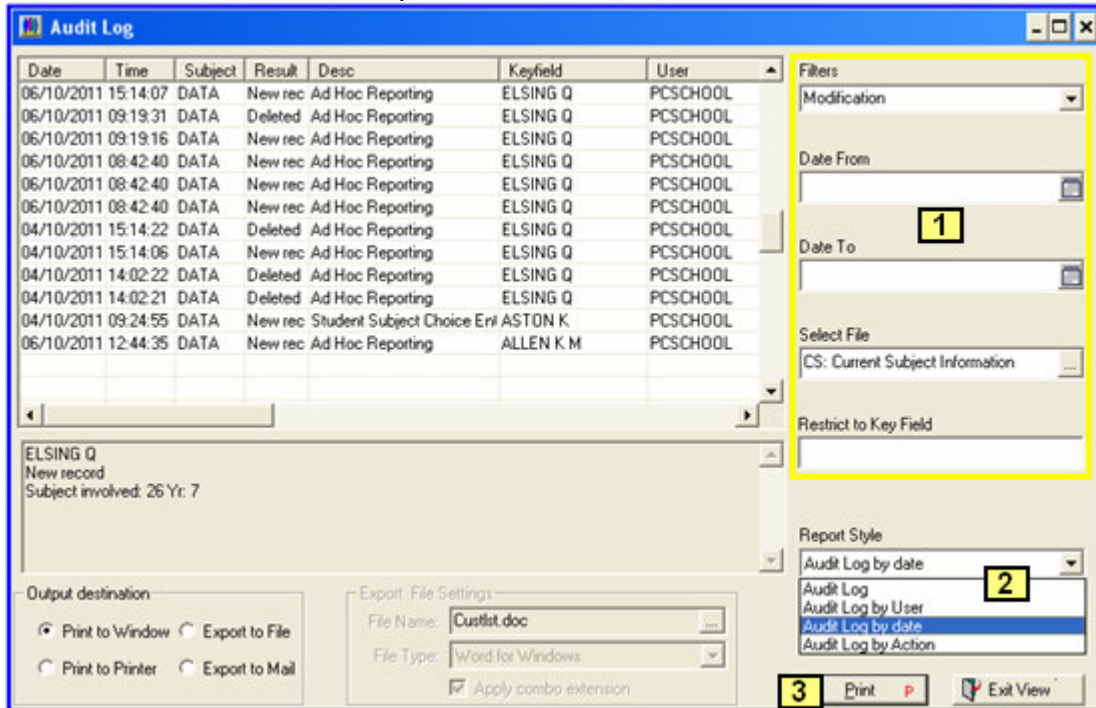
This screenshot shows the 'Report Alias Settings' dialog box for the report 'SSAUDUSER.RPT'. The 'Report Name' is 'SSAUDUSER.RPT', 'Module' is 'Security', 'Usedin' is 'Audit Log', 'Heading' is 'Audit Log Reports', 'Display Order' is '0', 'Desc' is 'Audit Log by User', and 'Alias' is 'SSAUDUSER.RPT'. There are checkboxes for 'Exclude from Report Style choice lists' and 'Publish in Student Based Reports'. The 'Web Publish for' section has checkboxes for 'Teachers', 'Students', and 'Care Givers'. The 'Restrict by Country' dropdown is set to 'Unrestricted'. Buttons for 'Save', 'Clear All', and 'Exit View' are at the bottom.

This screenshot shows the 'Report Alias Settings' dialog box for the report 'SSAUDDATE.RPT'. The 'Report Name' is 'SSAUDDATE.RPT', 'Module' is 'Security', 'Usedin' is 'Audit Log', 'Heading' is 'Audit Log Reports', 'Display Order' is '1', 'Desc' is 'Audit Log by date', and 'Alias' is 'SSAUDDATE.RPT'. There are checkboxes for 'Exclude from Report Style choice lists' and 'Publish in Student Based Reports'. The 'Web Publish for' section has checkboxes for 'Teachers', 'Students', and 'Care Givers'. The 'Restrict by Country' dropdown is set to 'Unrestricted'. Buttons for 'Save', 'Clear All', and 'Exit View' are at the bottom.

This screenshot shows the 'Report Alias Settings' dialog box for the report 'SSAUDACT.RPT'. The 'Report Name' is 'SSAUDACT.RPT', 'Module' is 'Security', 'Usedin' is 'Audit Log', 'Heading' is 'Audit Log Reports', 'Display Order' is '2', 'Desc' is 'Audit Log by Action', and 'Alias' is 'SSAUDACT.RPT'. There are checkboxes for 'Exclude from Report Style choice lists' and 'Publish in Student Based Reports'. The 'Web Publish for' section has checkboxes for 'Teachers', 'Students', and 'Care Givers'. The 'Restrict by Country' dropdown is set to 'Unrestricted'. Buttons for 'Save', 'Clear All', and 'Exit View' are at the bottom.

This screenshot shows the 'Report Alias Settings' dialog box for the report 'AUDITLOG.RPT'. The 'Report Name' is 'AUDITLOG.RPT', 'Module' is empty, 'Usedin' is 'Audit Log', 'Heading' is 'Audit Log Reports', 'Display Order' is '0', 'Desc' is 'Audit Log', and 'Alias' is 'AUDITLOG.RPT'. There are checkboxes for 'Exclude from Report Style choice lists' and 'Publish in Student Based Reports'. The 'Web Publish for' section has checkboxes for 'Teachers', 'Students', and 'Care Givers'. The 'Restrict by Country' dropdown is set to 'Unrestricted'. Buttons for 'Save', 'Clear All', and 'Exit View' are at the bottom.

Filter the information then select the report and click Print.



- | | |
|----|---------------------|
| 1. | Select the Filters. |
| 2. | Select the Report. |
| 3. | Click Print. |

Example: Audit report.

Audit Log Report by Date					
Date	Area	Action	Result	User	
4/10/2011	09:24:55 Student Subject Choice Entry	DATA ASTON K New record Subject involved: 24 Yr: 10	New record	PCSCHOOL	
4/10/2011	14:02:21 Ad Hoc Reporting	DATA ELSING Q Deleted Subject involved: 5050 Yr: 7	Deleted	PCSCHOOL	
4/10/2011	14:02:22 Ad Hoc Reporting	DATA ELSING Q Deleted Subject involved: 5000 Yr: 7	Deleted	PCSCHOOL	
4/10/2011	15:14:06 Ad Hoc Reporting	DATA ELSING Q New record Subject involved: 8 Yr: 7	New record	PCSCHOOL	
4/10/2011	15:14:22 Ad Hoc Reporting	DATA ELSING Q Deleted Subject involved: 8 Yr: 7	Deleted	PCSCHOOL	

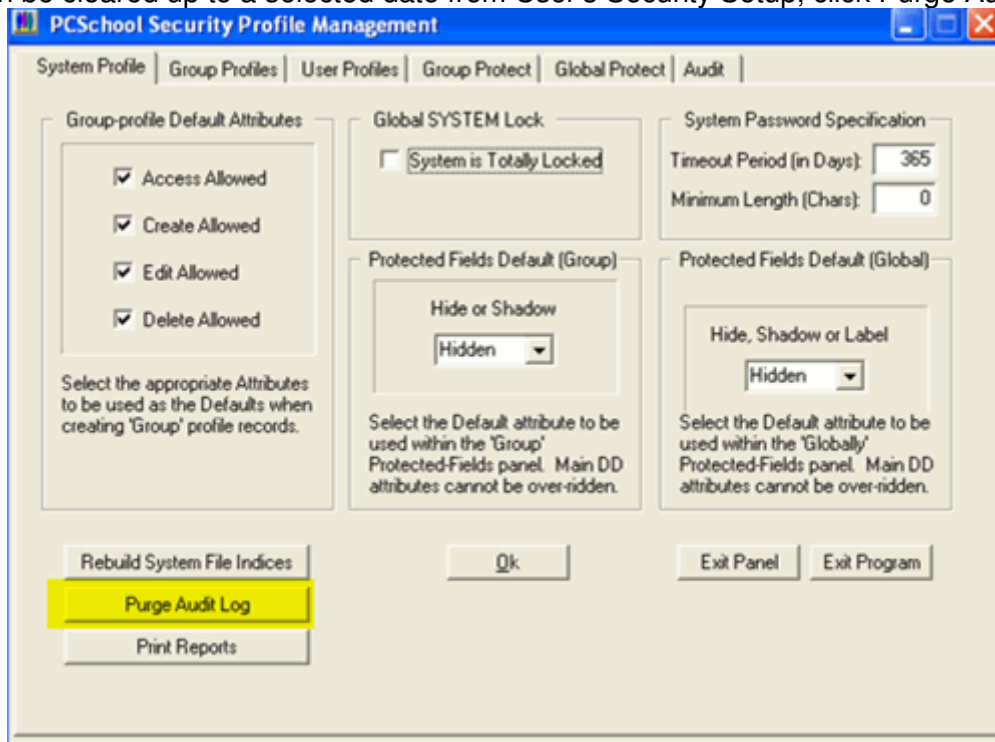
Clear the Log

Path: Utilities → User's Security Setup

Before running this process go to Utilities/ Backup and;

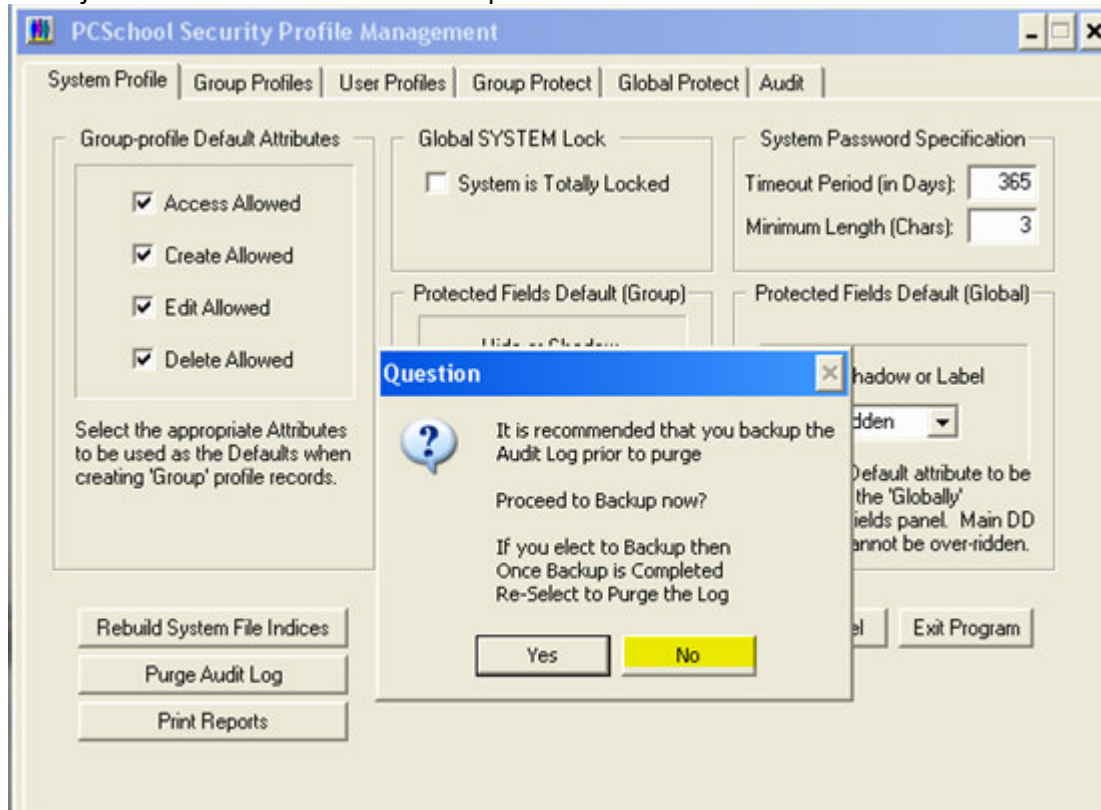
- Tick file 4082 the SSACLOG file
- Then click Backup Data
- Depending upon how big this file is you may have to wait several minutes for this
- At the next window click Create Backup

The Log can be cleared up to a selected date from User's Security Setup, click Purge Audit Log.



At the next window click;

- No if you have created the backup
- Yes if you have not created the backup



The Purge From date will default to the last date the Audit Log was Purged;

- Enter the Date the Purge is to be completed to
- Click OK then Yes to complete the process if this is the first time this has been done it may take some time to complete the process.

