

# Audit Trail Report

The **Audit Trail** report returns the edits made to records within Manitou.

**Audit Trail**

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Title: Audit Trail      Priority: 6      **MAIN**      DISTRIBUTION

Event Date: From 09/05/2024 00:00 To 09/05/2024 23:59

Review Date: 09/05/2024 00:00 09/05/2024 23:59

User ID: \_\_\_\_\_

Reviewer ID: \_\_\_\_\_

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Contact Type: \_\_\_\_\_

Company: \_\_\_\_\_

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OPTIONS      PREVIOUS      NEXT      DISPLAY NOW      DOWNLOAD (PDF)      DOWNLOAD (RTF)      SEND EMAIL

## Report Parameters

- **Event Date**- Range of dates to look for the items.
  - **Review Date**- When selected, the report looks for reviewed items within the range of dates to look for the items.
  - **User ID** - Who, or whom made the changes to the entity records.
  - **Reviewer ID** - Who, or whom reviewed the changes made.
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- **Contact Type** - Allows the selection of the entity for inclusion in the report.
    - Select the entity, or entity range, to include in the report.

# Options

The screenshot shows a dialog box titled "Options" with a blue header. It is divided into three columns: "Source", "Change Type", and "Review Code". Each column has a "Select All | Select None" link above a list of options. The "Source" column lists "Operator", "VRT/Media Gateway", and "Web". The "Change Type" column lists "Add", "Update", and "Delete". The "Review Code" column lists "Unreviewed", "Approved", and "Unapproved". Below these columns is a "Categories:" section with a scrollable list containing "Entity", "Address", "Contact Points", and "Other". At the bottom of the dialog are "CANCEL" and "DONE" buttons.

The **Audit Trail Options** allows for the filtering of the report results by:

- Source - by Operator or by external means such as the VRT/MediaGateway or Web
- Change Type - by Adds, Updates, or Deletions
- Review Code - most items will be "Unreviewed". This filter allows the selection of Unreviewed, Approved, or Unapproved.
- Unreviewed - No supervisor reviewed the information in the Audit Trail in the Supervisor Workstation.
- Approved - The reviewed change flagged as Approved.
- Unapproved - The reviewed change flagged as "Unapproved". This does not roll back the change. Someone will have to manually return the former data.
- Categories - filters the report results based on the selected data to include.