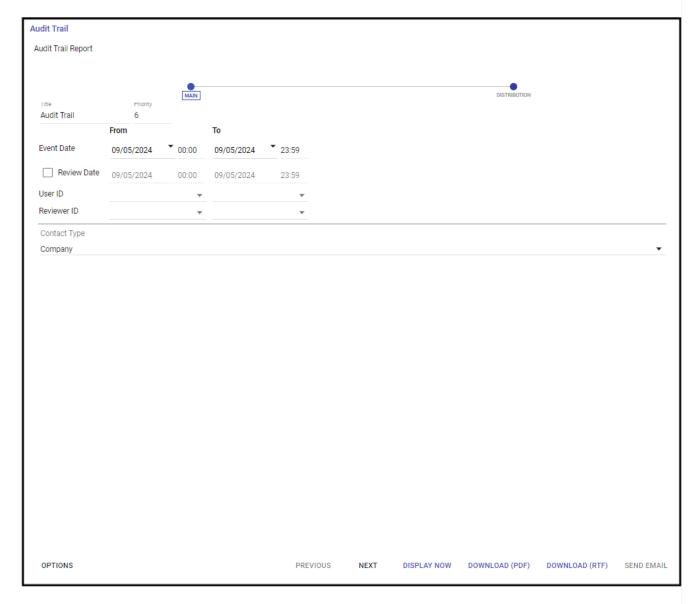
## **Audit Trail Report**

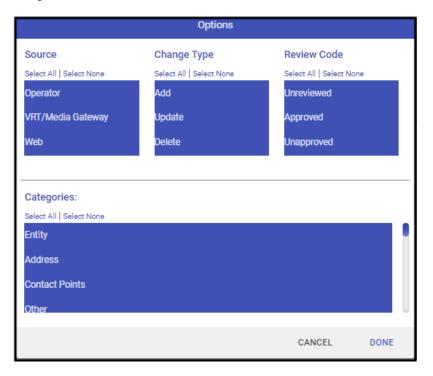
The Audit Trail report returns the edits made to records within Manitou.



## **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.
- 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 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.