Audit Trail

The **Manitou Audit Trail** is a feature that tracks edits made to the entity records. The Manitou Audit Trail details are available for review from within the individual items in the Customer Activity Log and also within the Audit Trail form.

Reviewing Audit Trail within Customer Activity Log

1. Load the **customer** and locate the **activity log** line either within the Details, or the Activity Log forms.
   - SAVE records in the Activity Log link to the Audit Trail details.
2. **Double-click** the selected **line**.
3. Click the **Audit Trail** tab.

Audit Trail Form in the Web Client

1. Click the **hamburger icon** (≡) then select **Maintenance** and **Audit Trail**.
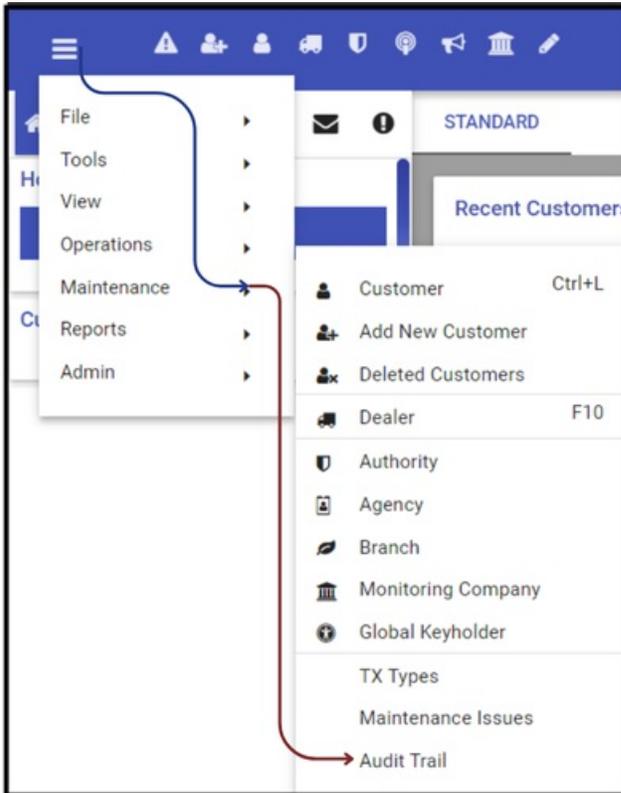
2. If required, click the Filter **funnel icon**.

1. Select the **time frame** and **what to view**.

Audit Trail Filter

Review Code
- ☐ Unreviewed
- ☐ Approved
- ☐ Unapproved

Change Source
- ☐ Operator
- ☐ VRT Media
- ☐ Web

Change Date

GLOBAL:FROM
10/01/2024 ▼ 00:00

GLOBAL:TO
10/17/2024 ▼ 23:59

Contact Type
- ☐ Company
- ☐ Customer
- ☐ Dealer
- ☐ Branch
- ☐ Agency
- ☐ Authority
- ☐ Person

Review Date
- ☐ Filter By Review Date

User ID
[No Filter   ] ▼ From

Review ID
[No Filter   ] ▼ To

SEARCH   RESET

2. Click **Search**.
3. **Select** the item to review.

Reading the Audit Trail

The Audit Trail form contains detail information regarding changes to the entity. Upon selecting the the record to view the details of what changes occurred display.   Upon selecting the **entity to review**, the specific **items list**, and, when selected, the **specific items list under details**.

Selecting the individual detail lines display the details of the adds, edits, and deletes of data within that session.

Add

Edit

Audit Trail

Audit Information

		Review	
Date	10/09/2024 13:09:08	**Status**	
User ID	BOLD	**Review ID**	
Contact Type	Customer	**Review Date**	
Contact ID	11008675	**Comment**	
Change Type	Edit		

Change Detail

Category Transmitter Programming

Item System: 1

Field Transmitter Programming

Old Value Transmitter: *; Designation: BA; Area: *; Zone: 1; Sensor: *; Output Area: =; Output Zone: =; Output Sensor: =; Event Code: BA; Process: CanCancel(BC,=,60,Yes)

New Value Transmitter: *; Designation: BA; Area: *; Zone: 1; Sensor: *; Output Area: =; Output Zone: =; Output Sensor: =; Event Code: BA; Process: CanCancel(BC,=,15,Yes)

DONE

Delete

Audit Information

Review

Date	10/08/2024 14:48:38	**Status**	
User ID	CMORGAN	**Review ID**	
Contact Type	Customer	**Review Date**	
Contact ID	CMTEST	**Comment**	
Change Type	Delete		

Change Detail

Category	Services
Item	Service Type: Open/Close Schedules Allowed, Monitoring Type: Open/Close (Log), System: 1, Area 1
Field	
Old Value	
New Value	

DONE

Audit Trail Review Statuses

The Audit Trail may only be reviewed within the Supervisor Workstation Audit Trail. Found under then Maintenance Menu. Those with access to this form may set the Audit Trail statuses.

- **Unreviewed** - Most common status. This is the default value of any Audit Trail item.
- **Approved** - Flag noting that someone reviewed and approved the change(s).
- **Unapproved** - Flag noting that someone reviewed and rejected the change. **This does NOT roll back the edit**.