Search for an Audit Viewer Record — Criteria

Overview

The Maintenance and Utilization module Audit Viewer process provides the ability to view Audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria page

Procedures

Search for an Audit Viewer Record — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

Search Criteria:

Select the search criteria. Multiple search criteria can be selected; but, at least one criteria is required.

○ User Identity

○ Field Name

○ Field Value

● Program Id

1. Select ○ Program ID. *The **Program Id** page appears.*

OR

Select ○ User Identity. *The **User Identity** page appears.*

OR

Select ○ Field Name. *The **Field Name** page appears.*

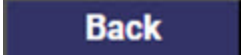OR

Select ○ Field Value. *The **Field Value** page appears.*
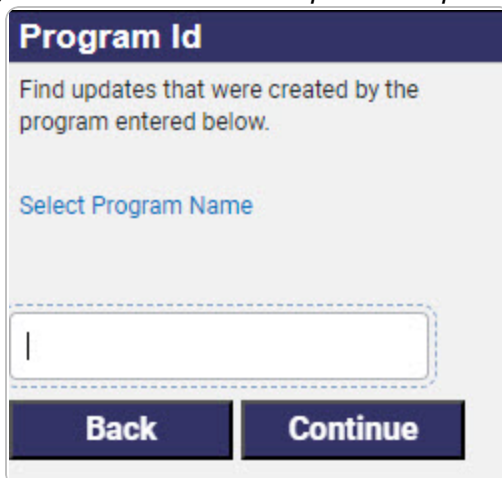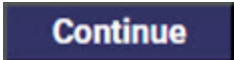
Select an Audit Viewer Program ID

Navigation

Procedures

Select an Audit Viewer Program ID

Selecting **Back** *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

Program Id

Find updates that were created by the program entered below.

Select Program Name

| |

Back   **Continue**

1. Enter the Select Program Name, or use the hyperlink to select a Program Name. *This is a 1250 alphanumeric character field.*

2. Select **Continue**. *The* **Audit Viewer Criteria** *page appears with the selected program name in the criteria grid.*

Select an Audit Viewer User Identity

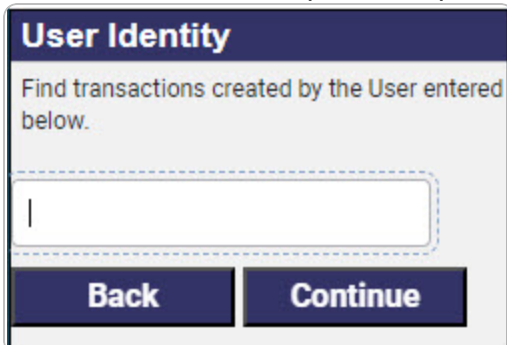## Navigation

Procedures

Select an Audit Viewer User Identity

Selecting **Back** *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

User Identity

Find transactions created by the User entered below.

Back **Continue**

1. Enter the User Identity in the field provided. *This is a 1250 alphanumeric character field.*

2. Select **Continue** . *The* **Audit Viewer Criteria** *page appears with the selected program name in the criteria grid.*
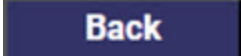
Select an Audit Viewer Field Name
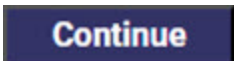
Navigation

Inquiries > History > Audit Viewer > Search Criteria > ○ desired criteria > Audit Viewer Field Name page

Procedures

Select an Audit Viewer Field Name

Selecting **Back** *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

Field Name

Select a field name to search for updates.

Select Field Name

| |

Back   **Continue**

1. Enter the Select Field Name, or use the hyperlink to select a Field Name. *This is a 1250 alphanumeric character field.*

2. Select **Continue**. *The* **Audit Viewer Criteria** *page appears with the selected field name in the criteria grid.*

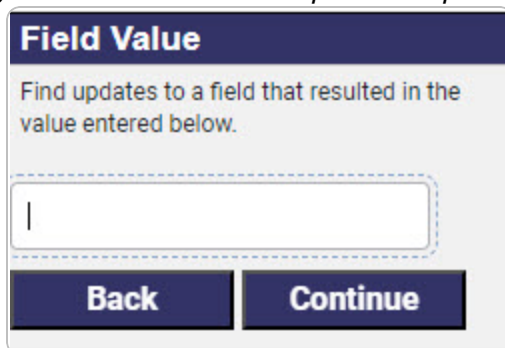# Select an Audit Viewer Field Value

Navigation

Inquiries > History > Audit Viewer > Search Criteria > ○ desired criteria > Audit Viewer Field Value page

Procedures

Select an Audit Viewer Field Value

Selecting **Back** *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

Field Value

Find updates to a field that resulted in the value entered below.

| |

Back   Continue

1. Enter the Field Value in the field provided. *This is a 1250 alphanumeric character field.*

2. Select **Continue**. *The* **Audit Viewer Criteria** *page appears with the selected program name in the criteria grid.*

Enter the Audit Viewer Criteria

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Criteria page

Procedures

Enter the Audit Viewer Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. **Bold** numbered steps are required.

User Identities

Field Names

Values

Programs

🗑 wpman49

Search Dates

* From Date:

5/10/2023 📅

* To Date

6/10/2023 📅

Add Criteria **Preview**

Search

Note

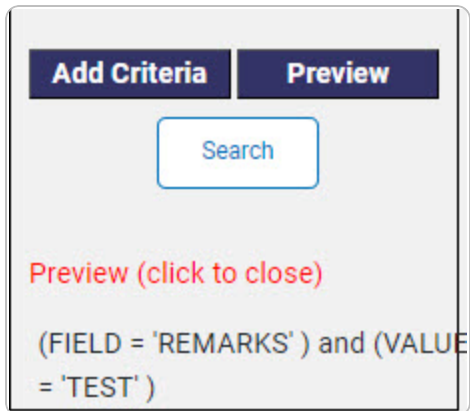Select 🗑 to remove selected criteria.

1. *Verify the Search Dates.*

   A. Use 📅 to select the From Date, or enter the date (MM/DD/YYYY) in the field provided.

   B. Use 📅 to select the To Date, or enter the date (MM/DD/YYYY) in the field provided.

2. Select **Add Criteria**. *The **Audit Viewer Search** page appears.*

OR

Select **Preview** . *The selected criteria appears below.*

Add Criteria   Preview

Search

Preview (click to close)

(FIELD = 'REMARKS') and (VALUE
= 'TEST')

3.   Select Search . *The **Audit Viewer Search Results** page appears.*

Search for an Audit Viewer Record — Results

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *VARIOUS PROCEDURAL STEPS* > [Search] > Audit Viewer Search Results page

Procedures

Search for an Audit Viewer Record — Results

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] at any point of this procedure returns all fields to the default "All" setting.

Search Criteria:

Select the search criteria. Multiple search criteria can be selected; but, at least one criteria is required.

User Identity

Field Name

Field Value

Program Id

View Current Search Criteria

SELECT
User:	NICOLE LAW
Program Id:	WPMAN07 - Contract
Audit Group:	TM - Team Audit Group
Date Time:	9/23/2022 12:00:00 AM
Tran Id:	55a8bbdd-33be-456a-94fb-bbf3009ed807
Tran Cd:	I - INSERT

SELECT
User:	NICOLE LAW
Program Id:	WPMAN04 - Operator Technician Add/Update/Delete
Audit Group:	TM - Team Audit Group
Date Time:	6/24/2022 12:00:00 AM
Tran Id:	725f1031-6fc4-4d36-8389-9324ccf9be3c
Tran Cd:	I - INSERT

SELECT
User:	NICOLE LAW
Program Id:	WPMAN04 - Operator Technician Add/Update/Delete
Audit Group:	TM - Team Audit Group
Date Time:	6/24/2022 12:00:00 AM
Tran Id:	cf102115-c6e8-4ada-9a41-2ef97cef844e
Tran Cd:	I - INSERT

1. *Verify the Search Criteria grid.*

   A. Select ◯ Program ID. *The **Program Id** grid appears.*

   OR

   Select ◯ User Identity. *The **User Identity** grid appears.*

   OR

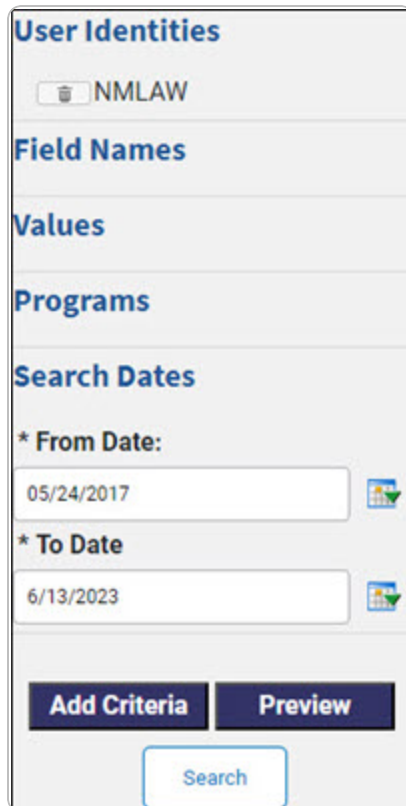   Select ◯ Field Name. *The **Field Name** grid appears.*

   OR

Select ○ Field Value. *The **Field Value** grid appears.*

B.   Select **View Current Search Criteria** . *The **Audit Viewer Criteria** grid appears with the current criteria.*

User Identities

☐🗑 NMLAW

Field Names

Values

Programs

Search Dates

* From Date:

05/24/2017

* To Date

6/13/2023

Add Criteria   **Preview**

Search

2.   *Verify the Search Results.*

A.   Click the Select hyperlink of the desired entry. *The **Selected Audit Display** pop-up window appears.*

View the Audit Viewer Record Details

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *VARIOUS PROCEDURAL STEPS* > [Search] > Select hyperlink > Selected Audit Display pop-up window

Procedures

View the Audit Viewer Record Details

Selecting [✖] *at any point of this procedure removes all revisions and closes the page.* **Bold numbered steps are required.**

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Click the Select hyperlink of the desired entry. *The* **Selected Audit Display** *pop-up window appears.*

> **Note**
>
> ![?] Select **Show All Details** to display all detail records or **Hide All Details** to hide all detail records.

2. *Verify the Selected Audit Display grid.*

   A. Select **Click For Details**. *The details grid appears.*

   Name: Team Member

   Transaction Id:068701bd-9358-4238-bcb6-ae946d03fdbb   Transaction Date:6/1/2023
   User:NICOLE LAW   Transaction Code:I - INSERT

Hide the Details	Click For Record History

Key Data		Audit Data		
Column	**Value**	**Column**	**Before**	**After**
Actbl UIC	M000AA	Cost Center		
Maint Activity	SHOP OFFICE 1	Deleted		0
Operator/Technician Code	B	DSN phone number		
Operator/Technician Id	123456RGTY	E-Mail Address		DONOTREPLY@LEIDOS.COM
Site Id	SAT-4	History Remarks		
UIC	M00002	Labor Rate		0.00
		Location		
		Mobile phone number		
		Pgm Id		WPMAN04
		Phone Nbr		
		Remarks		
		Team Member First Name		TESS
		Team Member Last Name		TEST
		Tour of duty		

   > **Note**
   >
   > ![?] Column and Value fields populate based on the selected audit record.

   a. *Verify the Key Data grid.*

   b. *Verify the Audit Data grid.*

   B. Select **Click For Record History**. *The **Related History** pop-up window appears.*

Navigate the Selected Audit Display Records

Use or to move between records in the Search Results grid. *The selected record will appear in red.*

Print the Audit Record

Select . *The **Record Selected for Print** pop-up window appears.*

View the Audit Viewer Record Related History

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *VARIOUS PROCEDURAL*

STEPS > [Search] > Select hyperlink > [Click For Record History] > Related History pop-up window

Procedures

View the Audit Viewer Record Related History

Selecting [×] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Select [Click For Record History]. *The **Related History** pop-up window appears.*

Related History - Current Transaction:c66fd...

Name:Maintenence Asset Master
Date:3/2/2017
Action:U - UPDATE
Tran Id:597df925-7f91-4591-93c8-d7e83fc3de3a
User:NURUDEEN OBALAJA

Column	Before	After
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U

2. *Verify the Related History grid.*

   A. Select the Transaction ID hyperlink. *If details exist, the **Selected Audit Display** pop-up window appears. If details do not exist, the **Transaction ID Details** pop-up window appears.*

Show All Details | Hide All Details
No Information Found For Transaction ID: 63EA1997-1A6A-4D9C-85FE-4F06A2C0FA47

Cancel