



Search for an Audit Viewer Record — Criteria

Overview

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

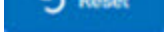
Navigation

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  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.





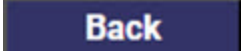
Select an Audit Viewer Program Id

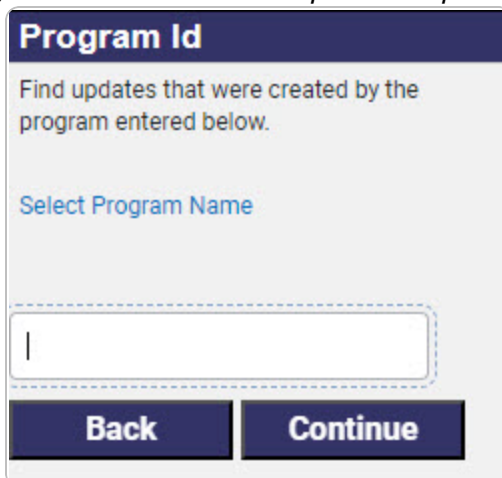
Navigation

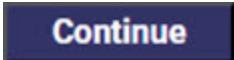
Inquiries > History > Audit Viewer > Search Criteria > ☐ desired criteria > Audit Viewer Program Id page

Procedures

Select an Audit Viewer Program Id

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



1. Enter the Select Program Name, or use the hyperlink to select a Program Name. *This is a 1250 alphanumeric character field.*
2. Select . The **Audit Viewer Criteria** page appears with the selected program name in the criteria grid.





Select an Audit Viewer User Identity

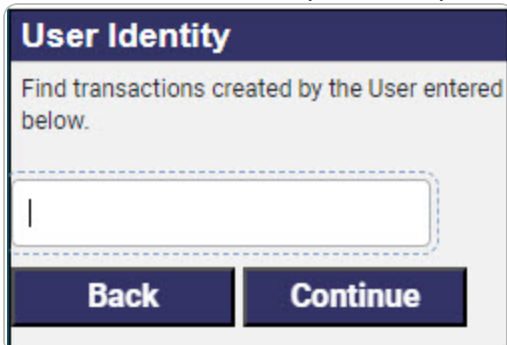
Navigation

Inquiries > History > Audit Viewer > Search Criteria > ☐ desired criteria > Audit Viewer User Identity page

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.



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.





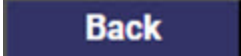
Select an Audit Viewer Field Name


Navigation

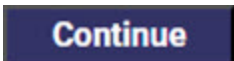
Inquiries > History > Audit Viewer > Search Criteria > ☐ desired criteria > Audit Viewer Field Name page

Procedures

Select an Audit Viewer Field Name

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



1. Enter the Select Field Name, or use the hyperlink to select a Field Name. *This is a 1250 alphanumeric character field.*
2. Select . The **Audit Viewer Criteria** page appears with the selected field name in the criteria grid.





Select an Audit Viewer Field Value

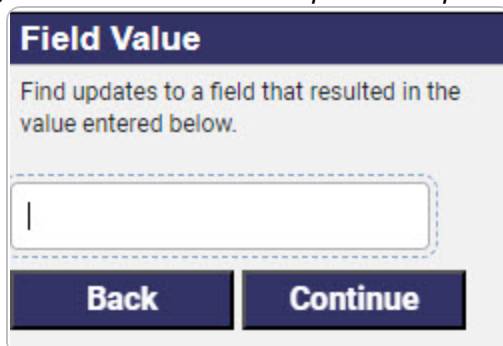
Navigation

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.



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:**



* **To Date**





Add Criteria **Preview**

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* >  > 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  at any point of this procedure returns all fields to the default "All" setting.





Help Reference Guide

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.

Select ☐ Program Id. The **Program Id** grid appears.

A.

OR

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

OR

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

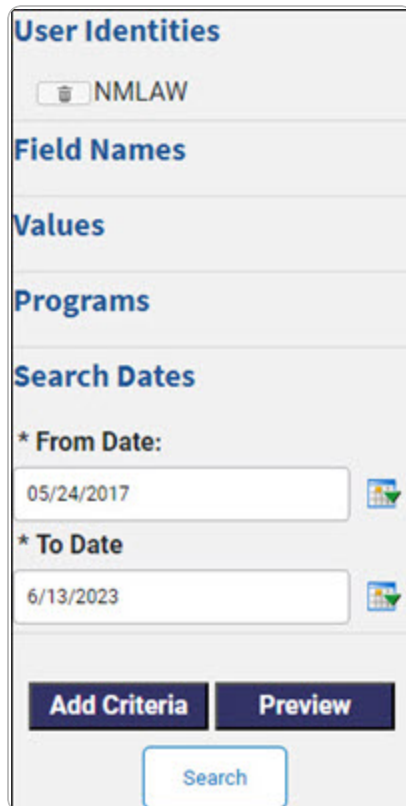
OR





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

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



The screenshot shows a web interface for setting search criteria. It includes sections for User Identities (with a dropdown menu showing 'NMLAW'), Field Names, Values, Programs, and Search Dates. The Search Dates section has two date pickers: '* From Date:' set to '05/24/2017' and '* To Date:' set to '6/13/2023'. At the bottom, there are three buttons: 'Add Criteria', 'Preview', and '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* > > 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 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.

Selected Audit Display



Show All Details | Hide All Details

Name: Team Member

Transaction Id:068701bd-9358-4238-bcb6-ae946d03fdbb
User:NICOLE LAW

Transaction Date:6/1/2023
Transaction Code:I - INSERT





Help Reference Guide

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.

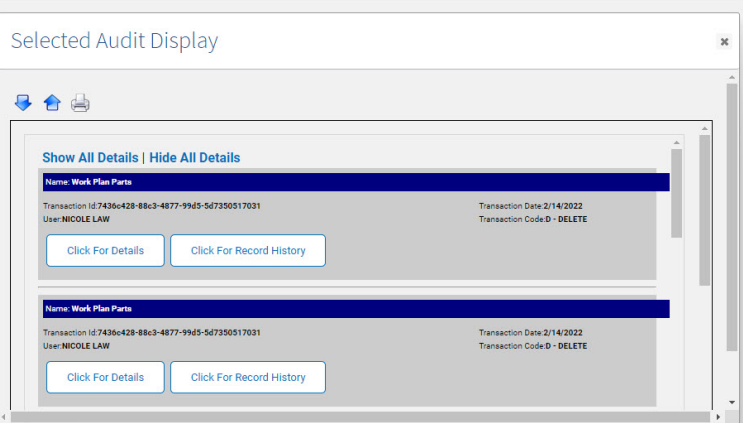
- Verify the Key Data grid.
- Verify the Audit Data grid.



B. Select [Click For Record History](#). The **Related History** pop-up window appears.





Navigate the Selected Audit Display Records

<p>SELECT User: NICOLE LAW Program Id: WPMAN04 - Operator Technician Add/Update/Delete Audit Group: TM - Team Audit Group Date Time: 7/7/2022 12:00:00 AM Tran Id: 1cce98a4-49c0-4fa2-b60f-86eacb096784 Tran Cd: U - UPDATE</p>	
<p>SELECT User: NICOLE LAW Program Id: WPMAN09 - Work Plan Detail Add/Update/Delete Audit Group: WP - Work Plan Audit Group Date Time: 2/14/2022 12:00:00 AM Tran Id: 7436c428-88c3-4877-99d5-5d7350517031 Tran Cd: D - DELETE</p>	
<p>SELECT User: NICOLE LAW Program Id: WPMAN04 - Operator Technician Add/Update/Delete Audit Group: TM - Team Audit Group Date Time: 6/28/2022 12:00:00 AM Tran Id: 3110fcc0-1839-492d-90e6-9f44a8ce0af2 Tran Cd: U - UPDATE</p>	
<p>SELECT User: NICOLE LAW Program Id: WPMAN07 - Contract Audit Group: TM - Team Audit Group Date Time: 5/8/2023 12:00:00 AM Tran Id: 34acc5b4-fb11-4941-8e47-32ce68df224f Tran Cd: U - UPDATE</p>	
<p>SELECT User: NICOLE LAW</p>	

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 >  > Select hyperlink >  > 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  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:Maintenance 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

