

## Summary

When auditing your database, it can be useful to know who has been accessing the system and who has made changes to documents and/or settings.

## Step-by-step guide

Change Log: NOTE: some areas do not have Change Log available.

- 1. Bring up the document or setting you want to see changes for (e.g. A/P Invoice)
- 2. In the Menu bar, click on Tools and then Change Log

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- The Change Log will show you the instance from earliest to latest. It will also show you when it was updated and by whom
- 4. If you click on the previous Instance and click the Show Differences button, you can see what value was changed
- 5. Furthermore, you can double-click on a specific row in the first column, #, and it will show you the document or setting for that instance



	Instance	Object Code	Updated	Updated by	Created	Created By	
	1	7229	10/14/2014	1	10/14/2014		-
	2	7229	10/23/2014	-	10/14/2014		-
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## Access Log:

- 1. In the Menu bar, click on Tools and then Access Log
- 2. The columns contain varying types of information about the logon
- 3. You can sort by a specific column by double-clicking on it
- 4. You can also double click on a specific row and it will show you even more details, if applicable

Date		From	09/2	23/2014 📑 T	o 10/23/	2014			Dataila
To view the	access	details of a	user, doubl	le-click the relevant ta	able row.				Details
User Code	U	Superuser	Locked	Latest Logon	Latest Access Status	Latest Logoff	Last Password Change	No. of Failed Access Attempts	
1001	Joe (	No	No	08/20/2014 8:17:59/	Succeeded	08/19/2014 3:40:40PM	01/08/2013 4:31:14PM	0	
GM01	Greg	Yes	No	08/20/2014 8:49:57/	Succeeded	08/19/2014 4:35:22PM	12/04/2012 2:37:00PM	0	
RC01	Rob	No	No	08/20/2014 9:12:00/	Succeeded	08/20/2014 9:11:26AM	12/04/2012 8:58:39AM	0	
KM01	Kelle	No	No	08/20/2014 9:24:07/	Succeeded	08/19/2014 6:00:58PM	10/22/2013 2:17:46PM	0	
B1i	B1i	No	No	08/20/2014 9:35:24/	Succeeded	08/14/2014 3:37:46AM	07/23/2012 7:29:58AM b	0	
B1WS	B1W	No	No	08/20/2014 9:52:54/	Succeeded	08/17/2014 7:39:50AM	02/12/2014 10:04:51AM	0	
AV01	Adar	No	No	09/30/2014 10:14:43	Succeeded	09/30/2014 10:45:23A	09/30/2014 9:42:40AM b	0	
BH01	Brew	No	No	10/16/2014 2:22:11	Succeeded	10/16/2014 3:21:04PM	10/16/2014 2:08:42PM b	0	1
manager	Con	Yes	No	10/23/2014 7:07:08/	Succeeded	10/22/2014 4:01:59PM	08/20/2014 9:30:14AM	0 Indicates how many times use	er has attempt

Note: Although most do, not every document or setting will have a change log.