



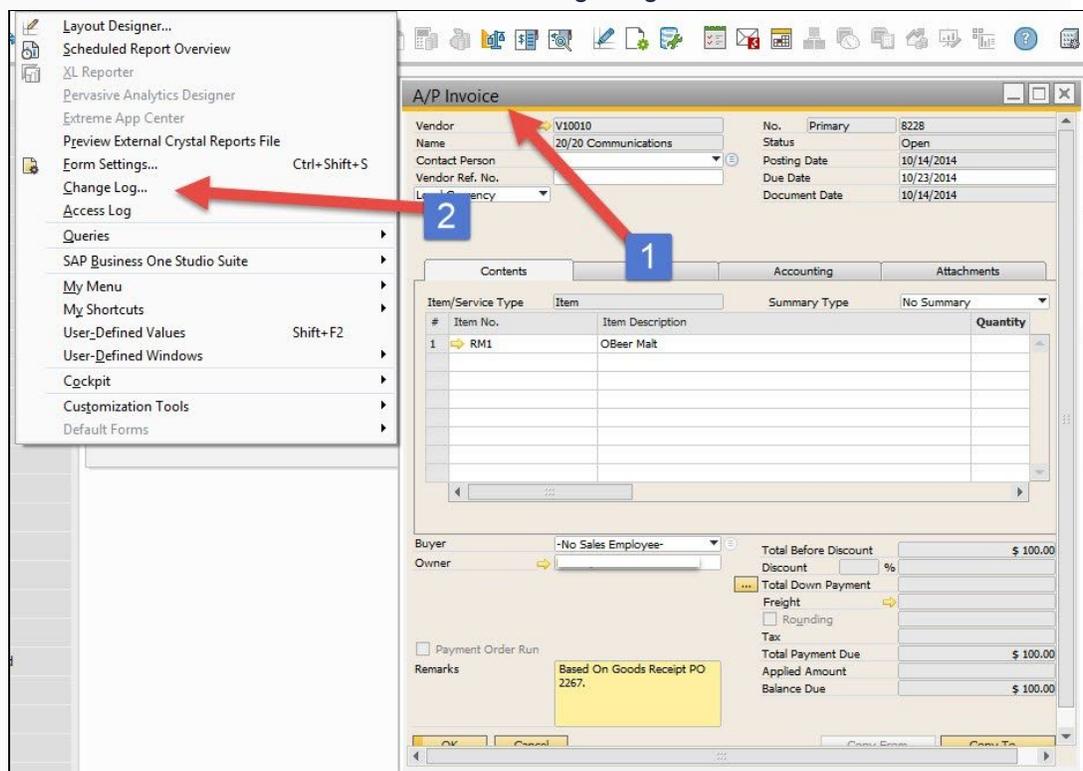
Summary

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



3. 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	1	7229	10/14/2014		10/14/2014	
2	2	7229	10/23/2014		10/14/2014	

Annotations: Blue box '5' below Instance 1, blue box '3' below Object Code 7229, blue box '3' below Updated by, blue box '4' below Created. Red arrows point from these boxes to the corresponding cells in the table.

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

User Code	U...	Superuser	Locked	Latest Logon	Latest Access Status	Latest Logoff	Last Password Change	No. of Failed Access Attempts
JO01	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
Bli	Bli	No	No	08/20/2014 9:35:24	Succeeded	08/14/2014 3:37:46AM	07/23/2012 7:29:58AM	0
BIWS	BIW	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 10:14:4	Succeeded	09/30/2014 10:45:23A	09/30/2014 9:42:40AM	0
BH01	Brew	No	No	10/16/2014 2:22:11F	Succeeded	10/16/2014 3:21:04PM	10/16/2014 2:08:42PM	0
manager	Cori	Yes	No	10/23/2014 7:07:08F	Succeeded	10/22/2014 4:01:59PM	08/20/2014 9:30:14AM	0

Tooltip: Indicates how many times user has attempted

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