Transaction Auditing Administrator and User Guide

Document containing setup and reporting instructions related to Transaction Auditing

2023

Table of Contents

Overview

The Transaction Auditing application is designed to monitor and capture user transactions based on predefined audit criteria. For Lawson S3, transactions are collected as the user initiates a screen action on a form giving you immediate results. In Landmark (CloudSuite) transactions are picked up throughout the day on a continuously running collection process. The data set includes all visible form or business class fields, , user ID's, transaction date, product line and IP addresses. And unlike most database audit applications where specific tables need to be identified, this application captures field level data based on the form ID or business class regardless of the number of tables used on the form. This technique simplifies the process of defining audits, storing audit data and generating audit reports. No technical experience is required to define an audit code or generate audit reports.

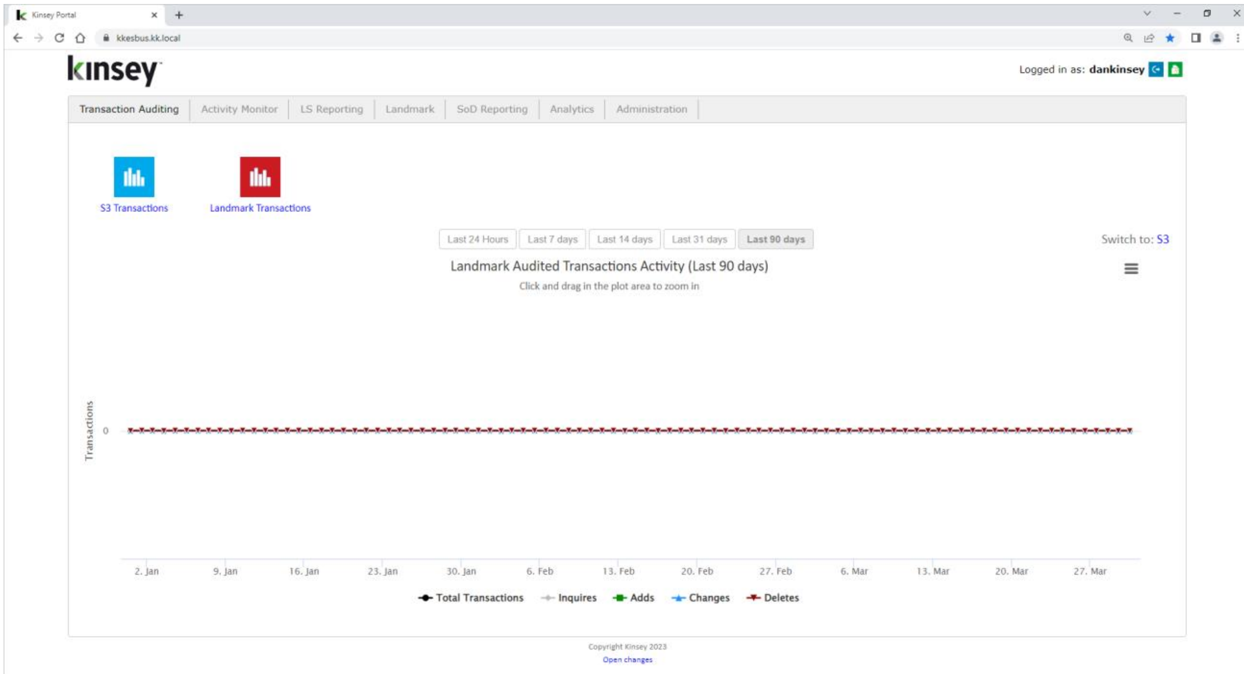
The applications primary purpose is to audit the core users of the Lawson S3 and Landmark applications. All Portal and MS Addin update transactions are captured; however neither MS Adding queries nor Self-Service transactions are captured in this application.

This manual will cover the various options for creating and reporting on audited data. Rules need to be defined on the Transaction Audit Rules screen in the Administration section before any data will be collected. There is no limit to the number of audit rules you can define.

Reports can then be created, saved, exported and emailed using the applications query tool.

Note: For the Lawson S3 applications all Function Code screen actions at the form header level will be captured including inquiries, however for Landmark inquiries are not captured. Additionally, self-service transactions are not captured in this application or Activity Monitor.

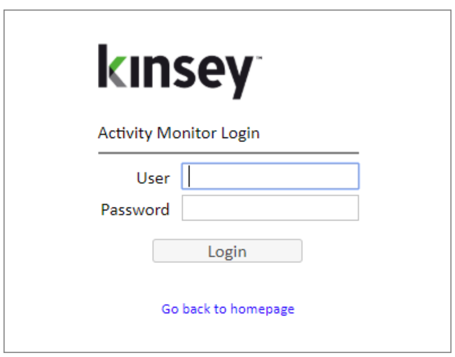
Getting Started



Your system administrator will provide the URL to access the Kinsey security dashboard. Select the Transaction Auditing tab to access the application. The page displays the volume of activity based on the selected time period. You can toggle the graph between S3 and Landmark using the Switch option on the right center of the screen.

Logging in

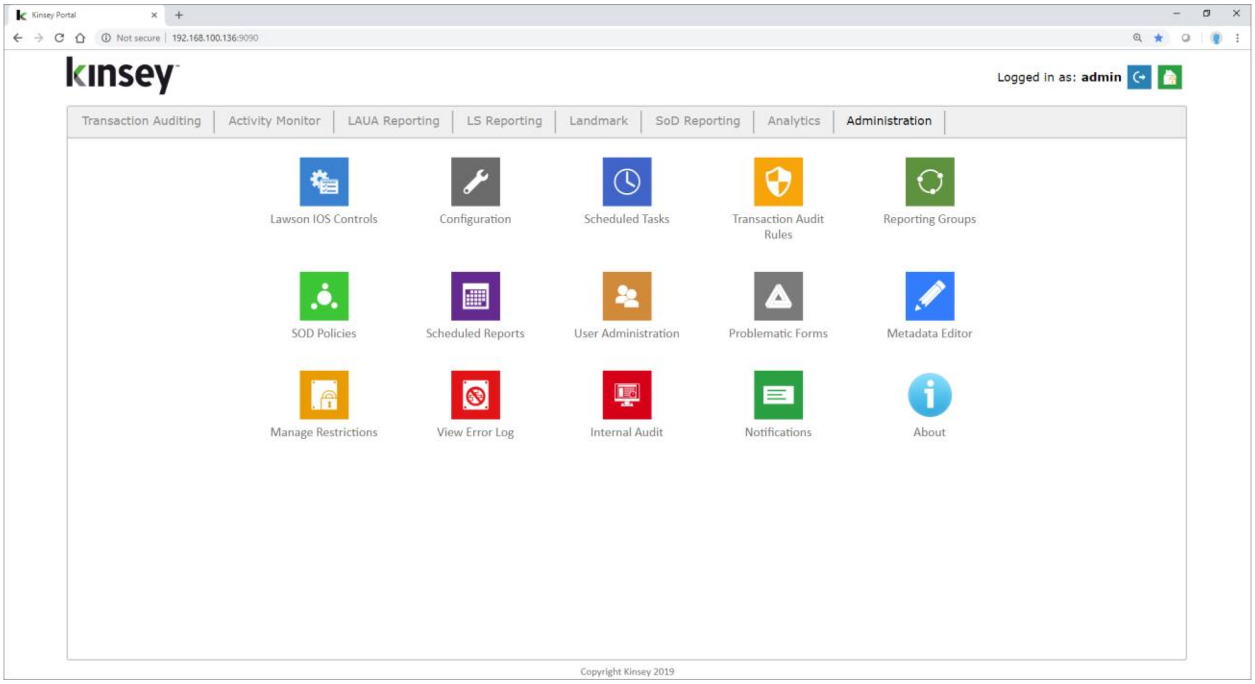
If you have not previously logged into the application you will be required to enter your credentials. If you have not been provided login credential see your system administrator.



Defining an Audit Rule

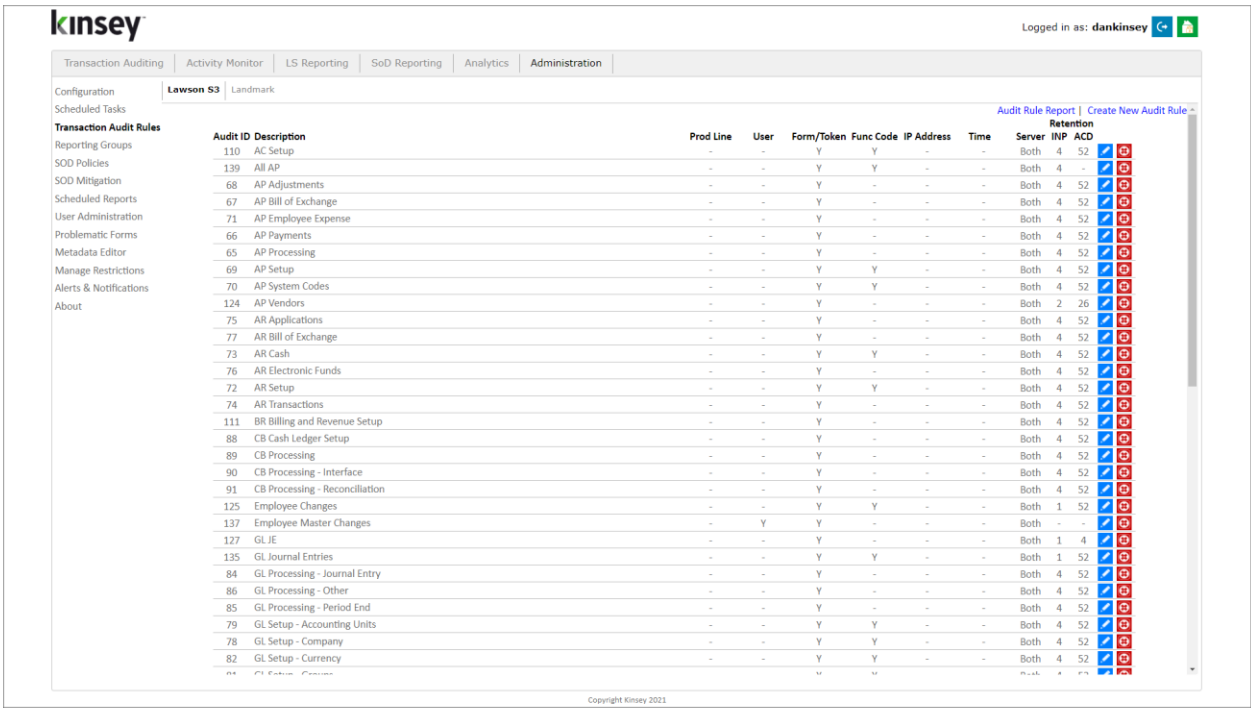
Launch the Security Dashboard to log in to the application.

From the Administration tab select Transaction Audit Rules.



Transaction Audit Rules

From the Adminstrative page select ”Transaction Audit Rules”. The existing rules will be displayed on one of two tabs for either Lawson S3 or Landmark (CloudSuite). Use the icons next to the report name to either edit or delete the audit rule. To add a new rule select the ”Create New Audit Rule” link in the top right corner.

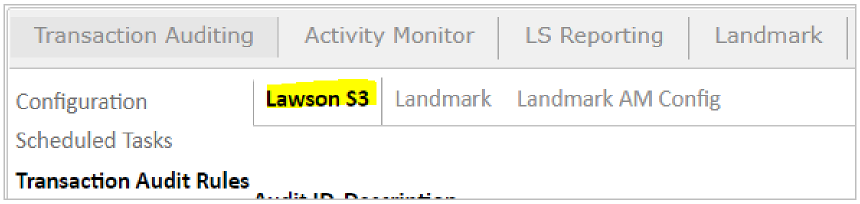


Audit ID	Description	Prod Line	User	Form/Token	Func Code	IP Address	Time	Server	Retention INP	Retention ACD
110	AC Setup	-	-	Y	Y	-	-	Both	4	52
139	All AP	-	-	Y	Y	-	-	Both	4	-
68	AP Adjustments	-	-	Y	-	-	-	Both	4	52
67	AP Bill of Exchange	-	-	Y	-	-	-	Both	4	52
71	AP Employee Expense	-	-	Y	-	-	-	Both	4	52
66	AP Payments	-	-	Y	-	-	-	Both	4	52
65	AP Processing	-	-	Y	-	-	-	Both	4	52
69	AP Setup	-	-	Y	Y	-	-	Both	4	52
70	AP System Codes	-	-	Y	Y	-	-	Both	4	52
124	AP Vendors	-	-	Y	-	-	-	Both	2	26
75	AR Applications	-	-	Y	-	-	-	Both	4	52
77	AR Bill of Exchange	-	-	Y	-	-	-	Both	4	52
73	AR Cash	-	-	Y	Y	-	-	Both	4	52
76	AR Electronic Funds	-	-	Y	-	-	-	Both	4	52
72	AR Setup	-	-	Y	Y	-	-	Both	4	52
74	AR Transactions	-	-	Y	-	-	-	Both	4	52
111	BR Billing and Revenue Setup	-	-	Y	-	-	-	Both	4	52
88	CB Cash Ledger Setup	-	-	Y	-	-	-	Both	4	52
89	CB Processing	-	-	Y	-	-	-	Both	4	52
90	CB Processing - Interface	-	-	Y	-	-	-	Both	4	52
91	CB Processing - Reconciliation	-	-	Y	-	-	-	Both	4	52
125	Employee Changes	-	-	Y	Y	-	-	Both	1	52
137	Employee Master Changes	-	Y	Y	-	-	-	Both	-	-
127	GL JE	-	-	Y	-	-	-	Both	1	4
135	GL Journal Entries	-	-	Y	Y	-	-	Both	1	52
84	GL Processing - Journal Entry	-	-	Y	-	-	-	Both	4	52
86	GL Processing - Other	-	-	Y	-	-	-	Both	4	52
85	GL Processing - Period End	-	-	Y	-	-	-	Both	4	52
79	GL Setup - Accounting Units	-	-	Y	Y	-	-	Both	4	52
78	GL Setup - Company	-	-	Y	Y	-	-	Both	4	52
82	GL Setup - Currency	-	-	Y	Y	-	-	Both	4	52

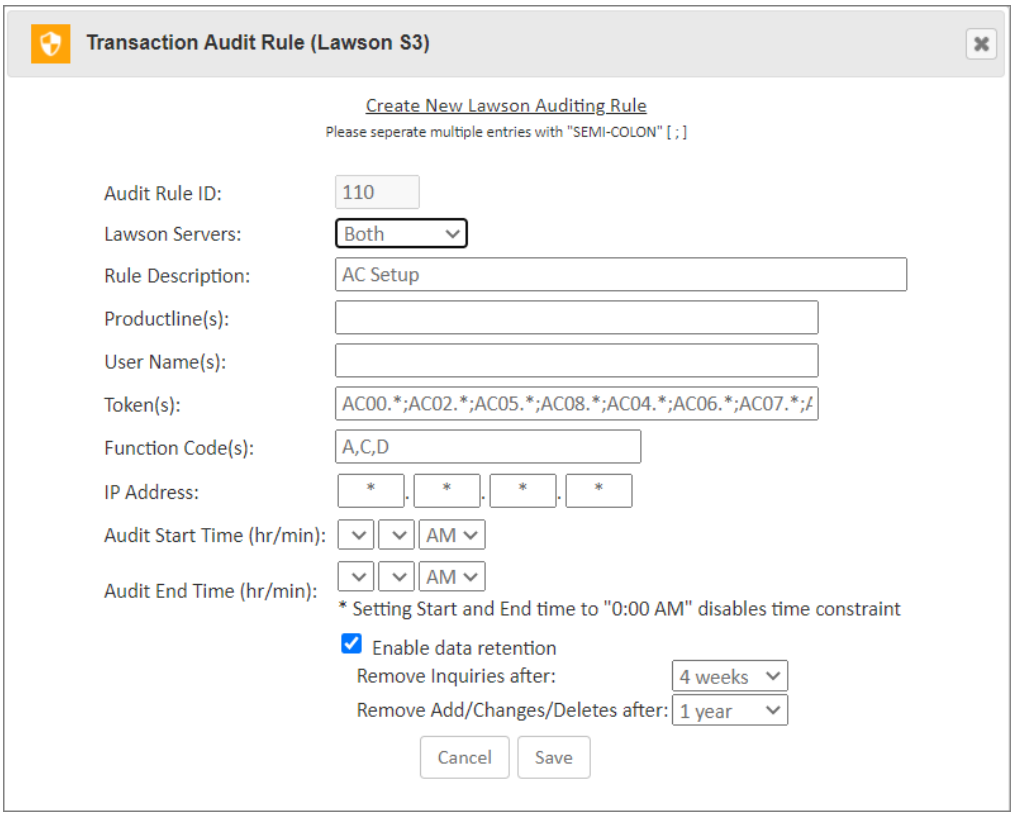
For all new rules the system will automatically assign an Audit Rule ID. This ID can be used in the selection criteria when setting up reports. This is helpful of you are setting up a group of tokens (forms) or a group of users that you want to audit. When you create a report you can simply request a query of all records matching the Audit Trail ID instead of creating criteria to match user names or token ID’s.

Creating or Changing an Audit Rule for Lawson S3

Start by selecting the Lawson S3 tab a list of existing S3 defined audit rules will be displayed.



To edit an audit rule click on the blue pencil icon next to an existing rule or to create a new rule select the ‘Create New Audit Rule” in the upper right corner of the screen.



Audit Rule ID:	Automatically assigned
Lawson Servers:	Select the server you would like to audit
Rule Description:	Enter a description describing the purpose of the audit
Product Lines:	Enter the Product Line(s) you would like to audit
User Names:	Enter a list of users you would like to audit. Enter the users Lawson login ID as the User Name. To specify multiple users put a semicolon between each name. Leaving the field blank will automatically audit all Lawson Users.

Tokens: Enter a list of token or form names you would like to audit. To specify multiple tokens put a semicolon between each token name. For example HR11; AP10; GL20. Leaving the field blank will automatically audit all Lawson tokens.

Hint: The application will match token names based on the number of characters entered. For example if you enter "AP1" the system will audit all tokens beginning with AP1 (AP10.1, AP10.2, AP11.1, AP12, et.)

Function Codes: Enter the Function Code you would like to audit. Leaving the field blank will automatically audit all Lawson Function Codes.

IP Address: Enter the IP address that you want to audit. The application will match the originating IP address with the address entered from left to right. For example if you enter 192.168 and leave the 3rd and 4th segment blank the system will pick up all transaction from IP addresses matching the first 6 digits.

Audit Start Time: Enter the starting time for the audit to start capturing activity.

Audit End Time: Enter the ending time for the audit to stop capturing activity.

Enable Data Retention:

Selecting this option will allow you to set data retention policies for the data capture in this audit. If you do not set data retention policies all data will be kept indefinetely. Valid options are Never, 1, 2,4, 13, 26 & 52 weeks.

Remove Inquiries After:

Select the time period that you want to keep all data inquiry records. This will include function codes '(I)nquiry, (N)ext, (P)revious,(+) Page down (-) Page up.

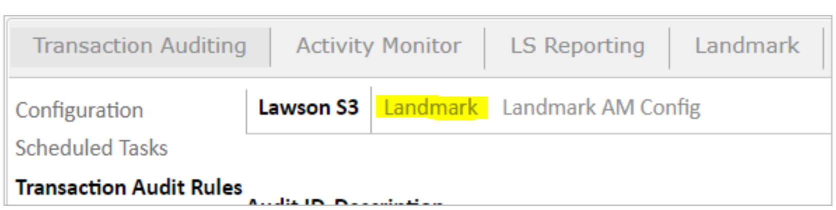
Remove Add/Change/Deletes after:

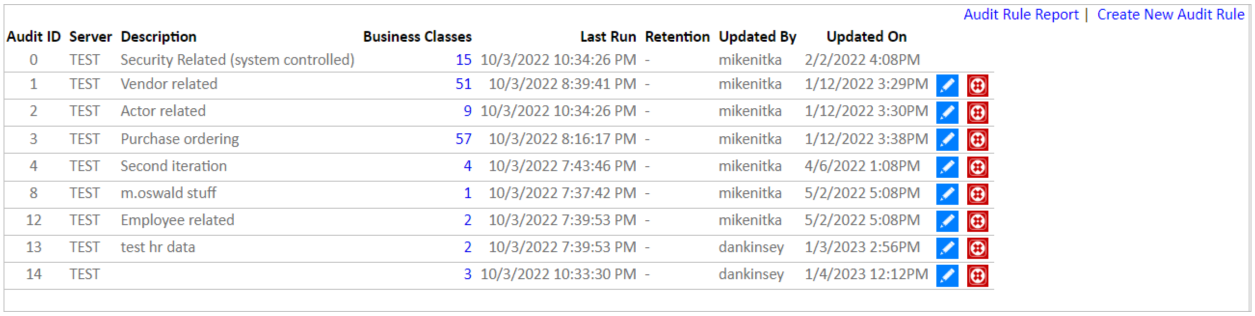
Enter the time period that you want to keep all non-inquire records.

Select **SAVE** to save your entry.

Creating, Changing or Deleting an Audit Rule for CloudSuite (Landmark)

Start by selecting the Landmark tab and a list of the existing defined Landmark audit will be displayed.

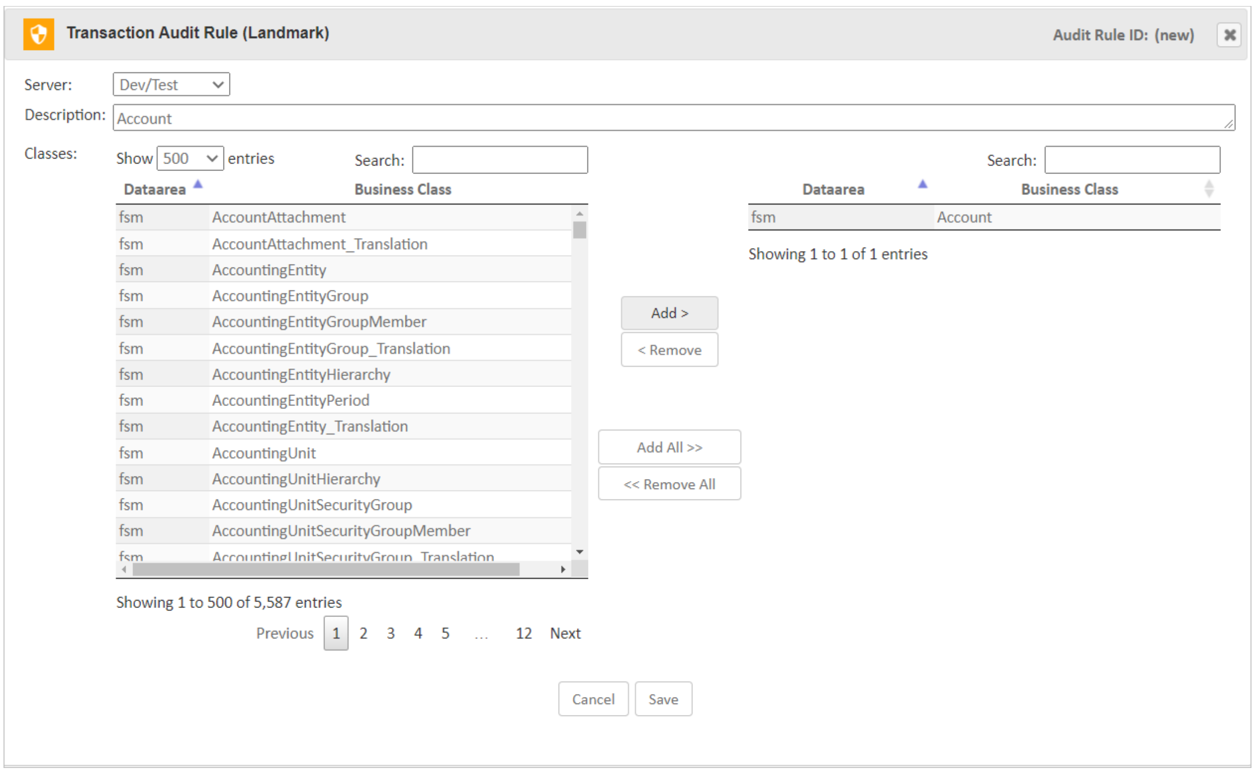




Audit Rule Report | Create New Audit Rule

Audit ID	Server	Description	Business Classes	Last Run	Retention	Updated By	Updated On
0	TEST	Security Related (system controlled)	15	10/3/2022 10:34:26 PM	-	mikenitka	2/2/2022 4:08PM
1	TEST	Vendor related	51	10/3/2022 8:39:41 PM	-	mikenitka	1/12/2022 3:29PM
2	TEST	Actor related	9	10/3/2022 10:34:26 PM	-	mikenitka	1/12/2022 3:30PM
3	TEST	Purchase ordering	57	10/3/2022 8:16:17 PM	-	mikenitka	1/12/2022 3:38PM
4	TEST	Second iteration	4	10/3/2022 7:43:46 PM	-	mikenitka	4/6/2022 1:08PM
8	TEST	m.oswald stuff	1	10/3/2022 7:37:42 PM	-	mikenitka	5/2/2022 5:08PM
12	TEST	Employee related	2	10/3/2022 7:39:53 PM	-	mikenitka	5/2/2022 5:08PM
13	TEST	test hr data	2	10/3/2022 7:39:53 PM	-	dankinsey	1/3/2023 2:56PM
14	TEST		3	10/3/2022 10:33:30 PM	-	dankinsey	1/4/2023 12:12PM

To edit an audit rule click on the blue pencil icon next to an existing rule, to delete a rule simply select the delete red icon or to create a new rule select the '**Create New Audit Rule"** in the upper right corner of the screen.



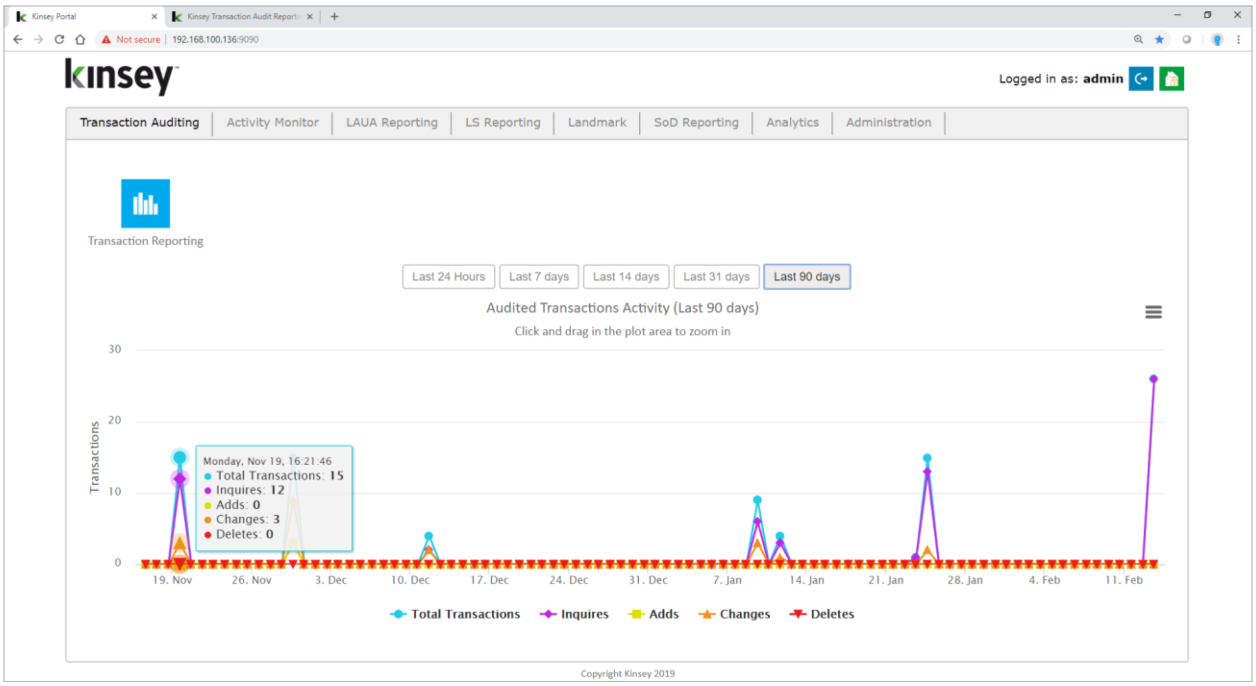
Server	Select the approiate server from the dropdown option.
Description	Enter the description or reason on why this audit is being defined. This is for references purposes only.
Classes	A list of all available classes will be displayed. Select a range of classes using the "shift" key, individual class using the "ctrl" key or simply click and add to add one at a time. Use the Search box if filter the list of Business Classes.
Save	Select the Save button to save your selections

Creating Reports

The reporting tool is a good starting point for creating intuitive reports displaying data in surprising ways. Essentially, your “unstructured” queries will return structured results.

And with the added ability to export your results to Microsoft Excel or access our tables directly using JDBC compliant reporting products, your report options are virtually unlimited.

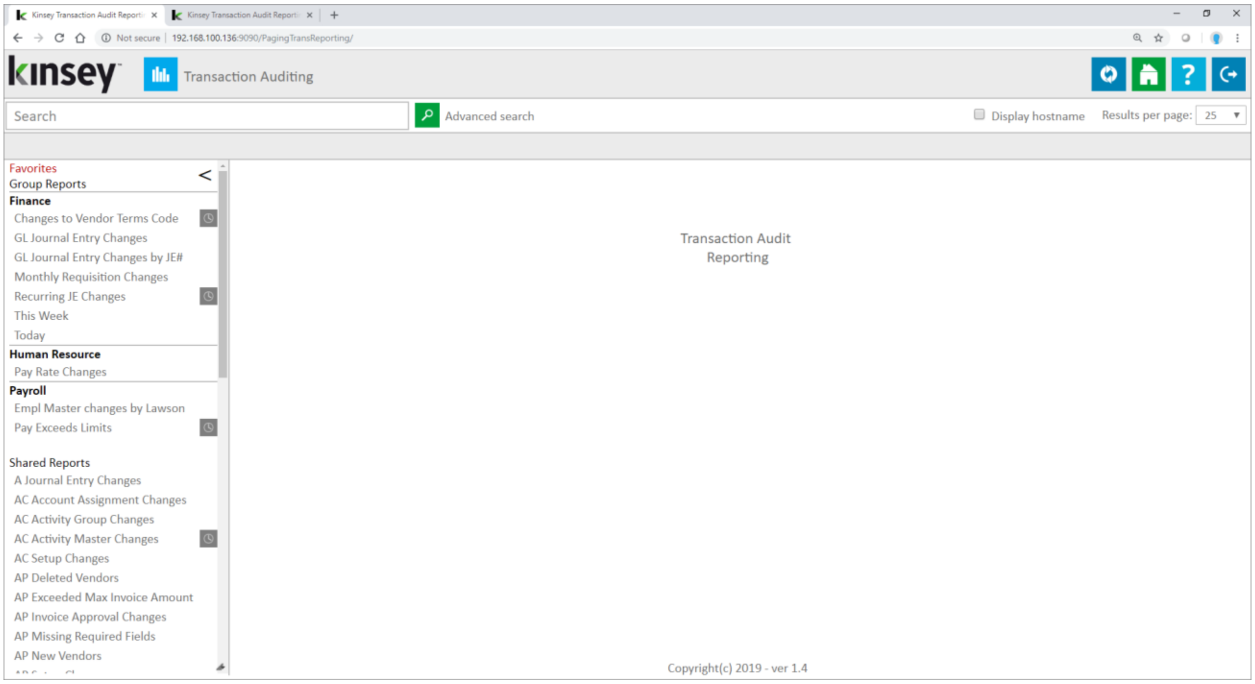
You’ll have your own custom URL for accessing the Security Dashboard main menu, which will be similar to this.



Hovering over the graph shows the volume of transactions that have been captured in the selected time period.

Click the Transaction Reporting icon to continue.

This is your starting screen

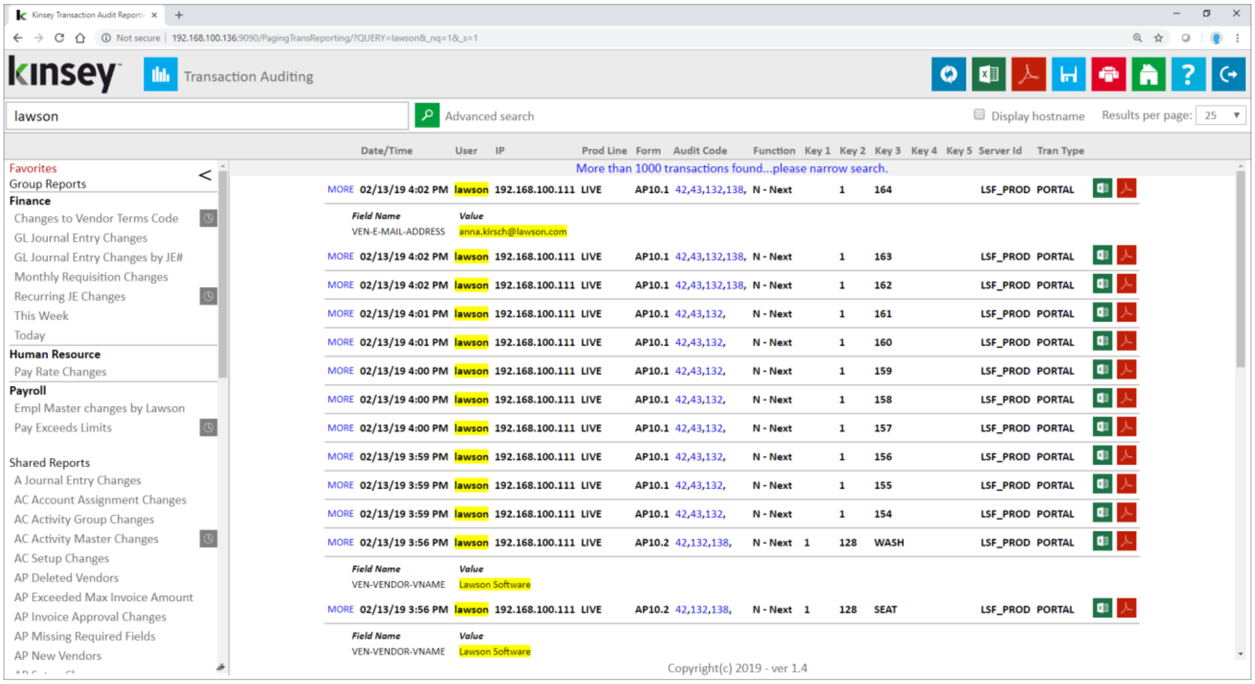


Any previously saved reports will be grouped by your assigned Reporting Group and displayed in the left pane. Your system administrator determines your Reporting Group when creating your user ID. You will only see reports assigned to your Reporting Group or in the Shared reports group. All users can see and run any report under Shared Reports.

Searching

Quick Start!

Assuming Transaction Auditing has been running for a period of time, enter anything you'd like in the Search Bar at the top and click the green magnifying glass. The system will search on object names (i.e. AP10.1 in S3 or Vendor in Landmark) or data values (i.e. Net 30 days)

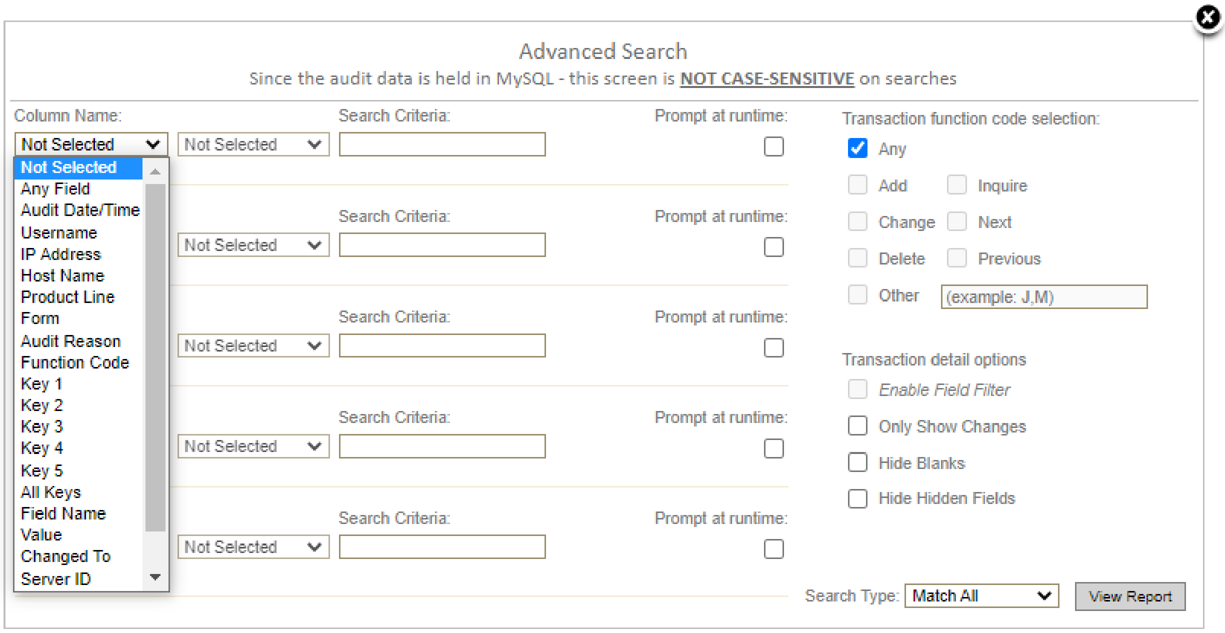


Results! That was easy!

Of course, as the transactions accumulate, you'll find that this is a fairly inefficient way to view them, and honing your query will show more targeted results.

Advanced Search (Lawson S3)

Click the *Advanced Search* link right of the magnifying glass. If you executed Quick Start search it already knows the query you just ran, but now you can refine it.



The advanced search window provides 5 filtering options when setting up a report. The filter options can vary depending on the column name selected. For example if you select "Audit Date" you will have an additional option to use the 'Between" filter.

Column Name: Select the field you would like to filter on. For example if you want all HR11.1 records select Form or Business Class

HINT: The Any Field option will allow you to search any field in the audit database for a specific value. This could be a field name or a field value.

Filter: Select the filter you want to use from the drop down box. Options include "equals", "less than", "greater than", "starts with", "contains", "does not equal", and "between".

Search Criteria: Enter the data you are searching for. For example, in the case of a form enter AP10.1; for a user enter the User's ID, etc.

Prompt at Runtime: This option allows you to flag the criteria you will allow a user to change when a report is run from LBI or from the saved report navigation pane. For example you may set up a report to check for any HR11.1 changes within a specified date range. Each time the report is run you may not want the user to change the object name but you will allow them to change the date range. Checking the

Prompt at runtime checkbox will allow them to change the date each time the report is run.

Transaction Function Code selection:

Choose the Function Code or Codes for the transactions you want displayed. For Function codes not listed select Other and enter the function code in the cell provided.

HINT: Selecting function code 'C' will only return change records; however you will still see all of the fields related to the record even if they didn't change. See "Only Show Changes" for further restrictions"

Transaction Detail Options (S3)

Enable Field Filter: This checkbox in currently not in use.

Only Show Changes: This option restricts the results to just the <u>fields</u> that are changed on a "Change" record. For example when you change a customer's name in AR10.1 the entire record submitted to Lawson is considered a "Change" record; however the only data changed was the name. In order to just display the name field you need to select the 'Only Show Changes" field.

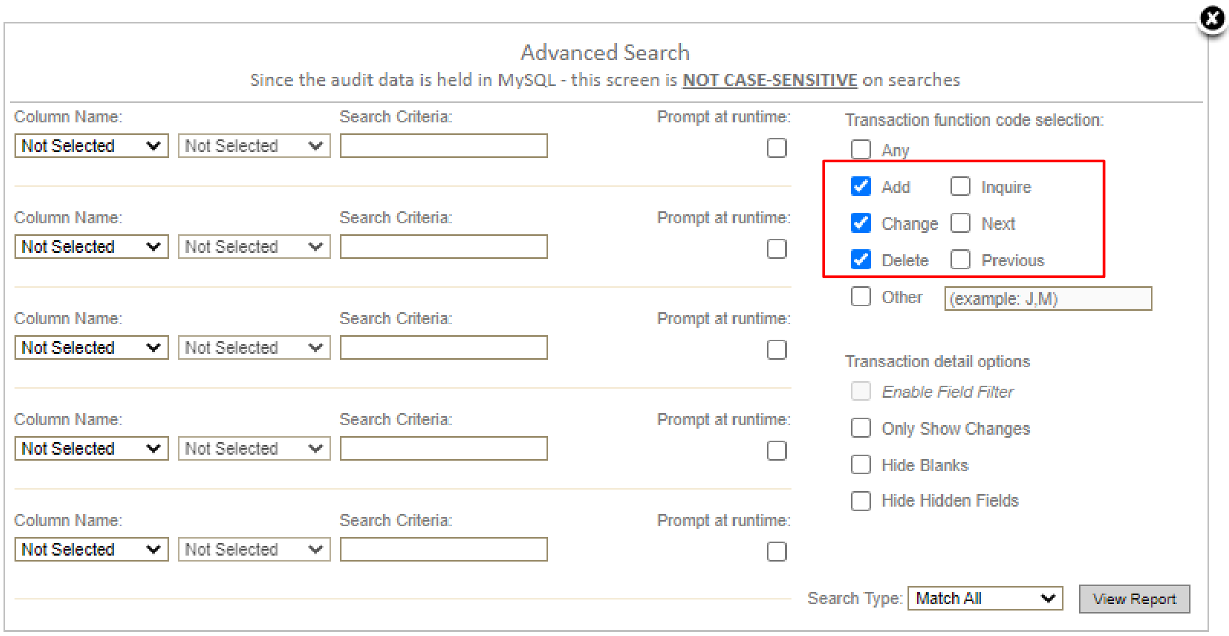
Hide Blanks: Select this option if you want to hide blank fields in the search results. An example of this might be Customer Address line 4.

Hide Hidden Fields: Lawson has many fields related to a form that do not show during normal use. Many of the fields are changed by Lawson behind the scenes. To prevent these form displaying simply check this option.

Search Type: This option controls how the 5 filters work together. When you select "Match All" the system requires all data records to satisfy each of the filters in order to display on the report. This is generally referred to as "AND" logic. If you select "Match 1 or More" the data records only need to satisfy one of the criteria. This is considered "OR" logic.

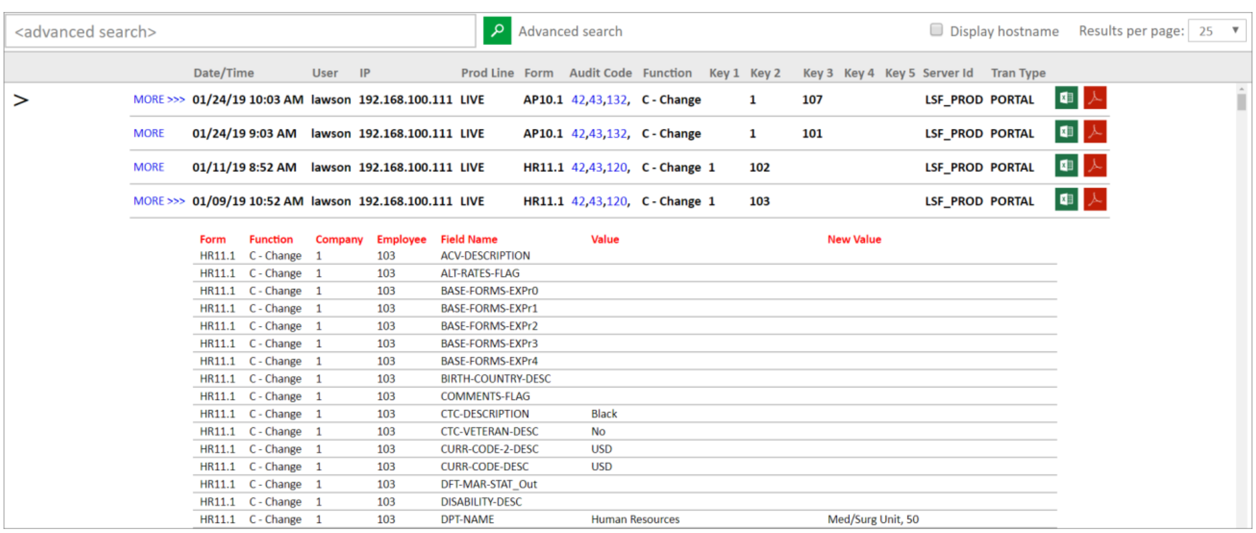
Fine Tuning Your Search

Let's say we only want to view transactions that updated the system. On the right side you'll see that Any was checked. Uncheck that and click on the checkboxes for Add, Change and Delete:



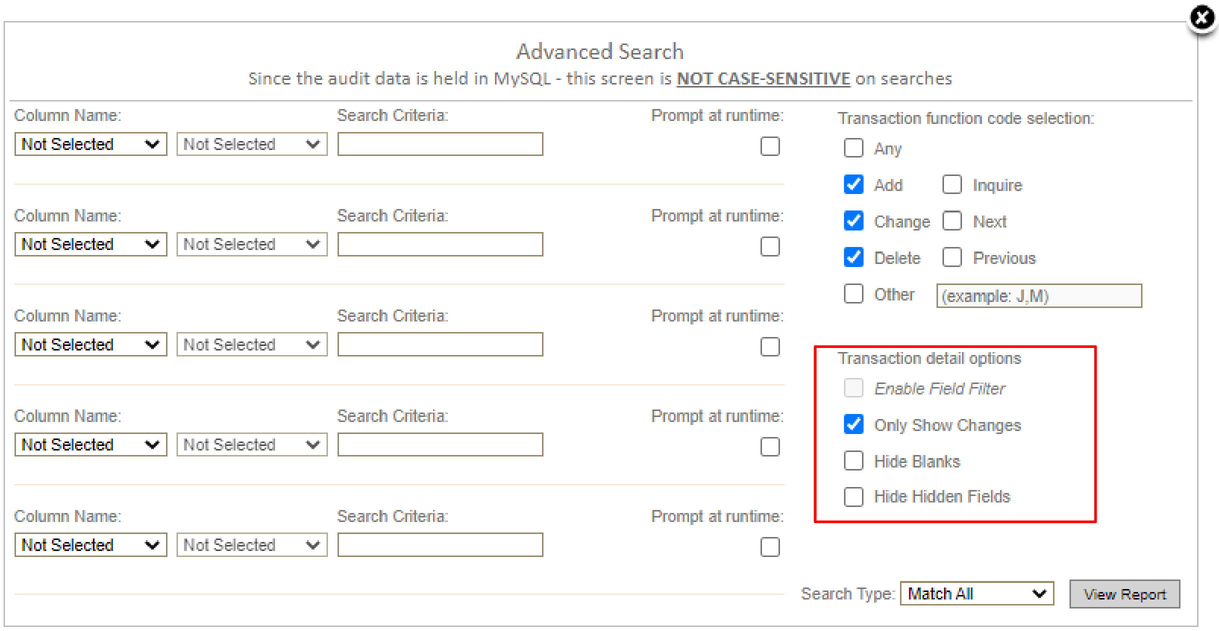
Click View Report on the bottom right and watch it run much faster. Also, now we know we're only seeing updated transactions.

The results of the query will display summary results for the information requested including the user, date and key values. In order to see the detail behind the query select the **MORE >>>** link on the left of the summary row.

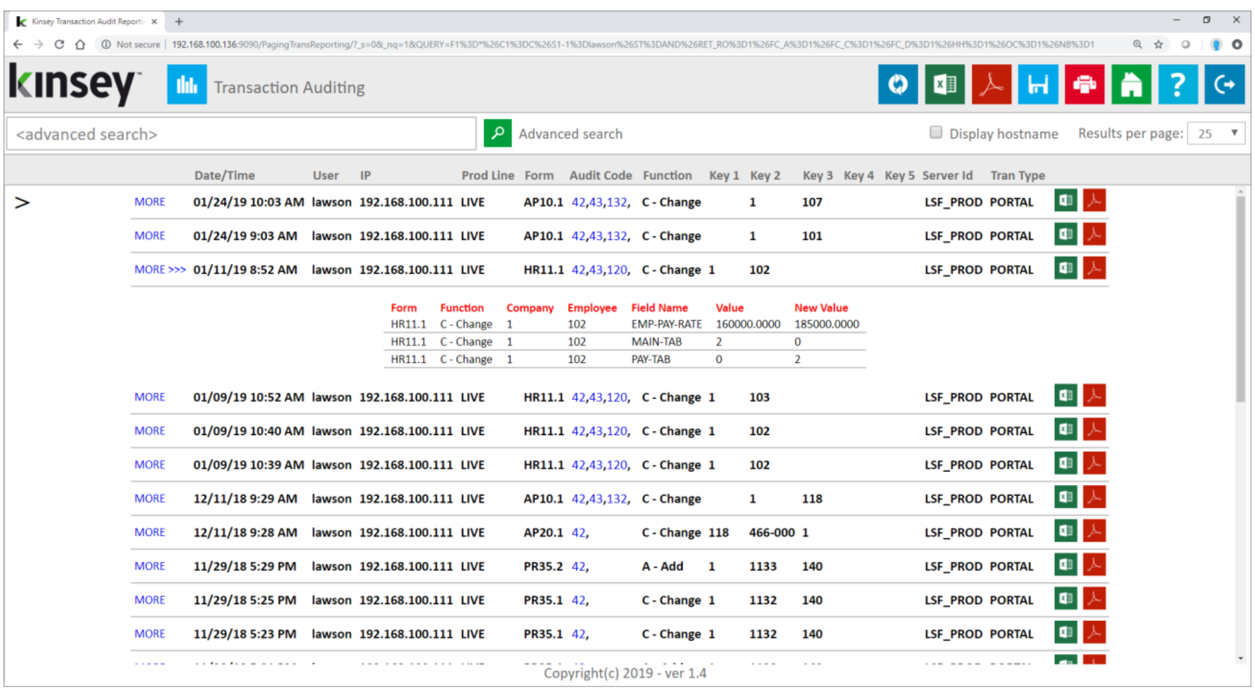


But what if you only want to find the fields that have been changed?

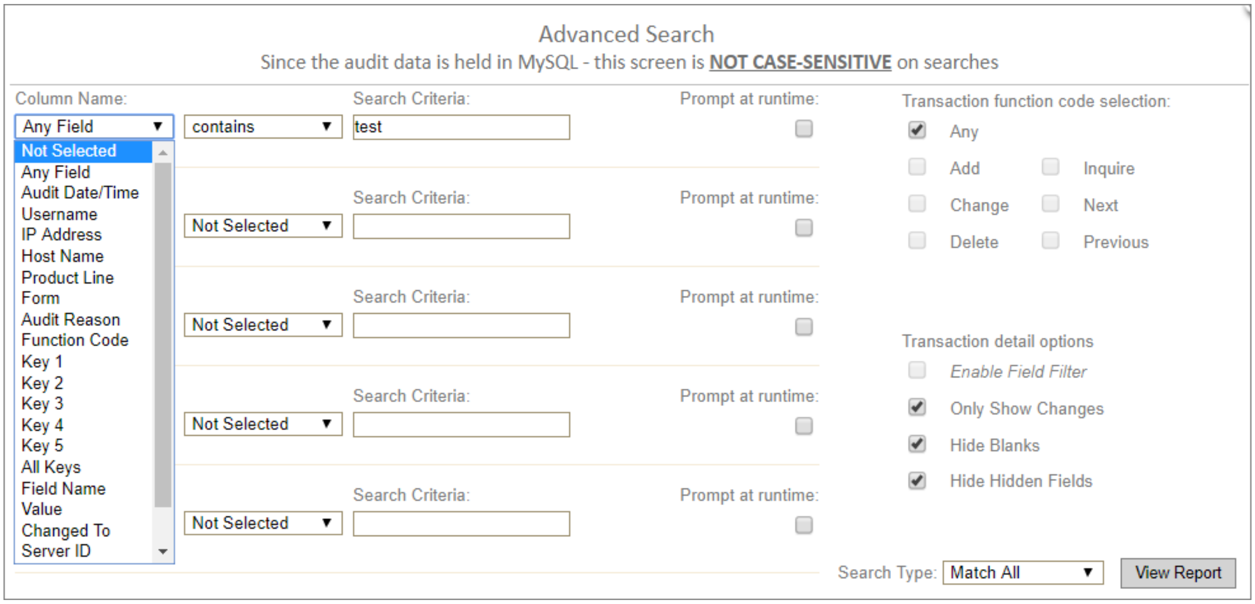
Let's go back to the *Advanced Search* link:



Notice the other checkboxes? Let's click the "Only Show Changes" and View the Report again. Now we can see exactly what fields the user changed, without having to search through all of the available fields. You can also hide blank fields (i.e. unused address line) or hidden fields (fields not shown on the form to a user)



Additional Advanced Search Options



Using combinations of open and/or targeted searches in the Advanced Search screen, you can determine a set of criteria that you'd like to check on a weekly basis, save the search, and have that run automatically with the results e-mailed to you!

Most of the Column Names names are self explanitory but there are a few that are unique when using Advanced Searches.

Any Field

This Column Name is automatically used when you enter a value in the Quick Start search bar but you can use it anytime. The primary search fields are indexed in the audit data base so queries will generally run faster if you select a specific Column Name instead of Any Field; however the Any Field column can be used for search Field Names or Field Values.

Audit Reason

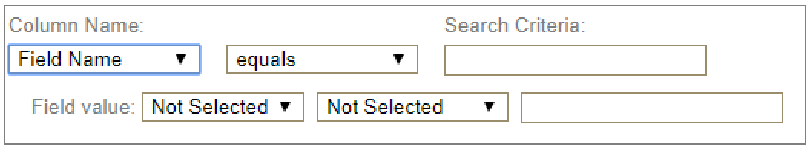
Every Audit Rule has an Audit Code assigned by the system when it's created. If a transaction is captured based on specific rule the Audit Code will be part of the searchable dataset. This is helpful of you have multiple Forms defined for a Rule and want to see of any data that was captured based on the criteria. For example Rule 88 might request changes to AP10.1, AR10.1 and HR11.1. Instead of creating a report for each form you can create a query where Audit Reason equals 88 and any changes to any one of these three forms will be displayed.

<u>All Keys</u>

The option allows you to search across Keys for a specific value. For example Lawson will keep the Vendor ID in Key 2 for all AP10.1 transactions but in Key 1 for all AP20.1 transactions. Using the All Keys option will allow you to enter key 117 and the application will return any key for any transaction that matches 117.

<u>Field Name</u>

The Field Name option expands the filter to allow more information regarding how you want to use filter.

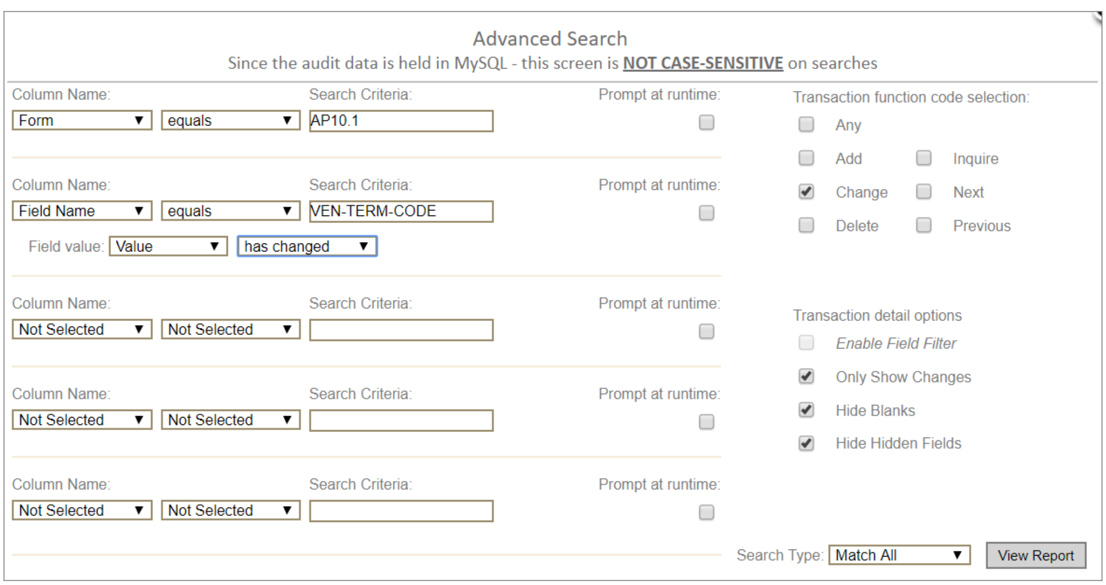


In some cases it you may just want to know when a field "has changed" or exceeded a specific value.

<u>Searching for a field that 'Has Changed"</u>

Select Advanced Search" from the reporting screen.

> *HINT: You will first need the Lawson technical name for the field you want to search. To find the name, define a simple query that includes the data you need to see. For instance to get the Lawson field name for an employee social security number (EMP-FICA-NBR) define a query using HR11.1. The technical name for the field will be displayed under the "Field Name" column by selecting* ***MORE >>>*** *on the summary row.*

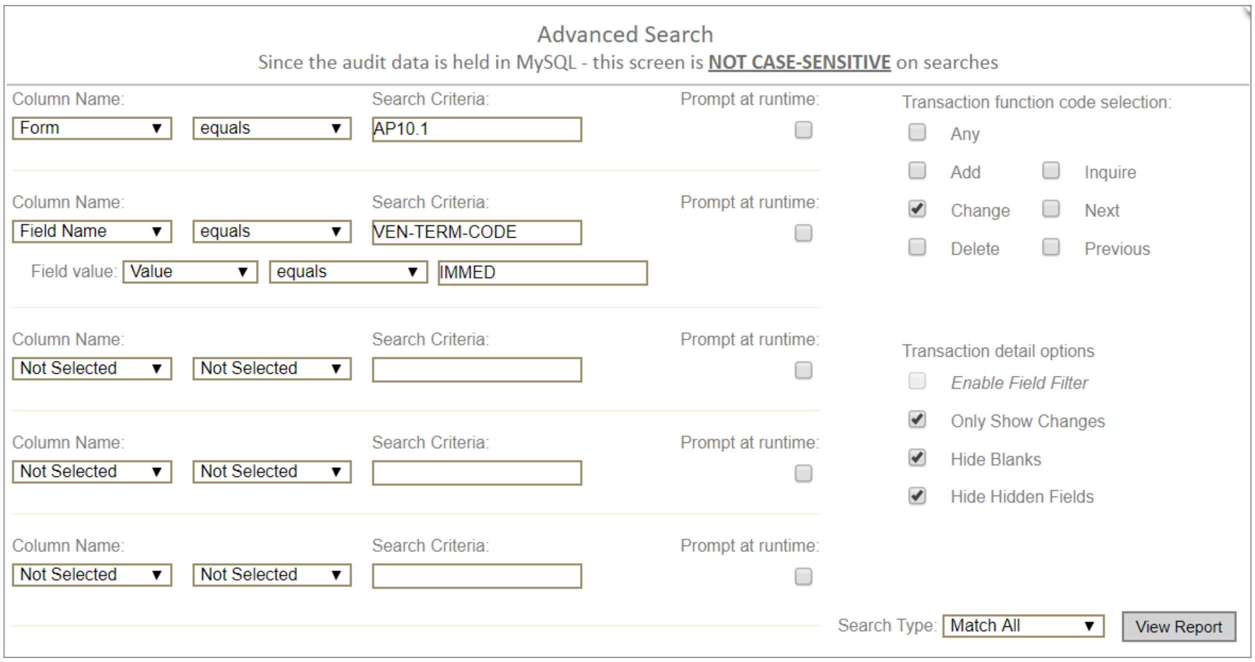


Set the filter to "equals" and enter the name of the field you need to check.

You will notice that on this type of search you will be given the option to enter criteria for the Field. To return all records where a specific value has changed set the “Field Value” to “Value” and the filter to “has changed”

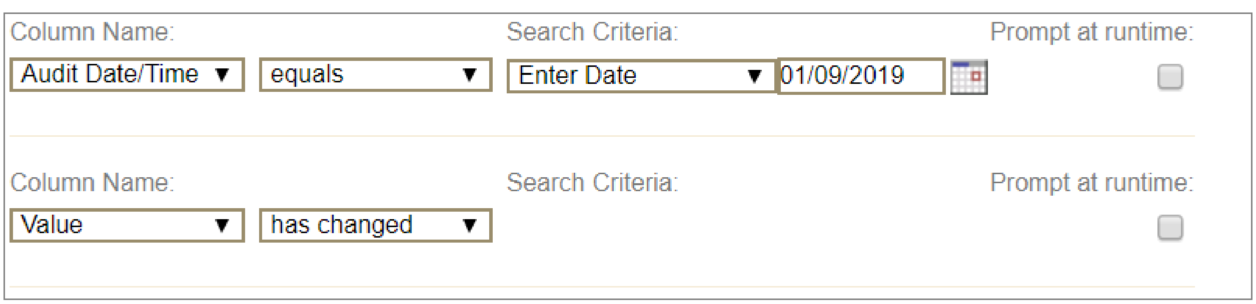
The query above will only return records where the “Vendors Terms Code has been changed on form AP10.1.

As you can see, you can use this option to track actions on any specific field for either the old value or the new value. For example if I only wanted to see records where the Terms Code was changed to IMMED I would build the query where New Value equals IMMED.



Value

The Value filter option is similar to Field Name except you don’t need to specify the field name. This is easy way of viewing all changes for a specific date.

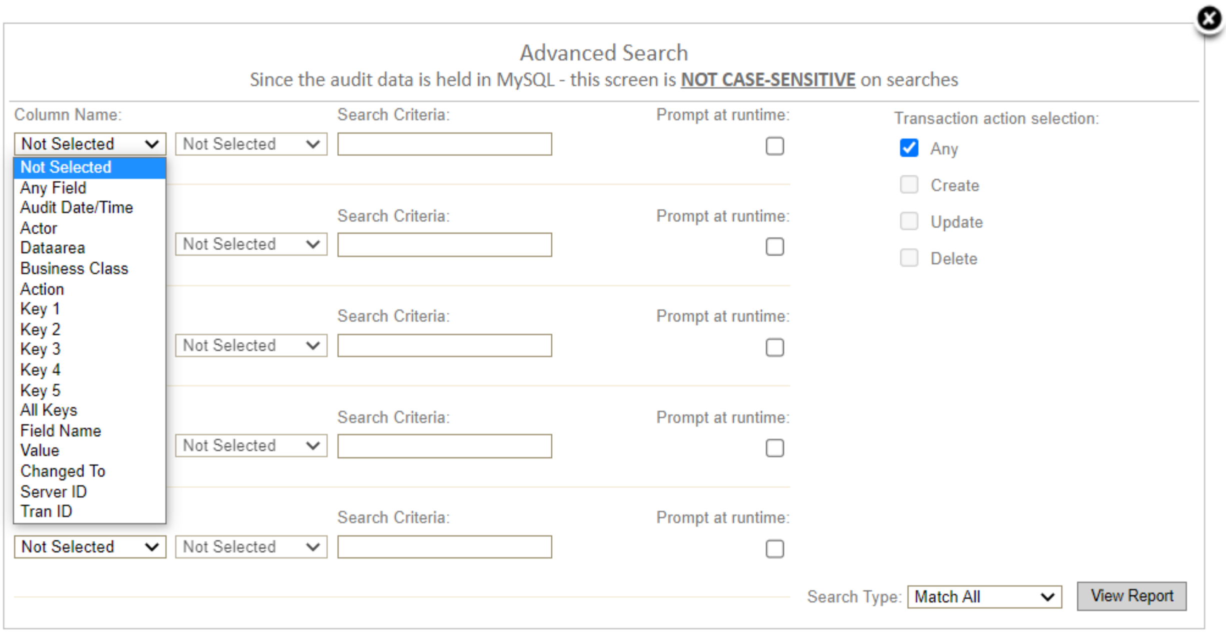


Changed To

The Changed To filter option is similar to Field Name filter except you don’t need to specify the field name. A search using Change To will look at all ‘New” values in the audit database that have been change to this value. An example of how this differs from the Field Name filter, searching on Net30Days could return terms code values in both AP10.1 and AR10.1.

Advanced Search (Landmark - CloudSuite)

Click the *Advanced Search* link right of the magnifying glass. If you executed Quick Start search it already knows the query you just ran, but now you can refine it.



The advanced search window provides 5 filtering options when setting up a report. The filter options can vary depending on the column name selected. For example if you select "Audit Date" you will have an additional option to use the 'Between" filter.

Column Name: Select the field you would like to filter on. For example if you want all VENDOR records select the Business Class option.

HINT: The "Any Field" option will allow you to search any field in the audit database for a specific value. This could be a field name or a field value.

Filter: Select the filter you want to use from the drop down box. Options include "equals", "less than", "greater than", "starts with", "contains", "does not equal", and "between".

Search Criteria: Enter the data you are searching for. For example, in the case of a Business Class enter VENDOR; for a user enter the User's ID, etc.

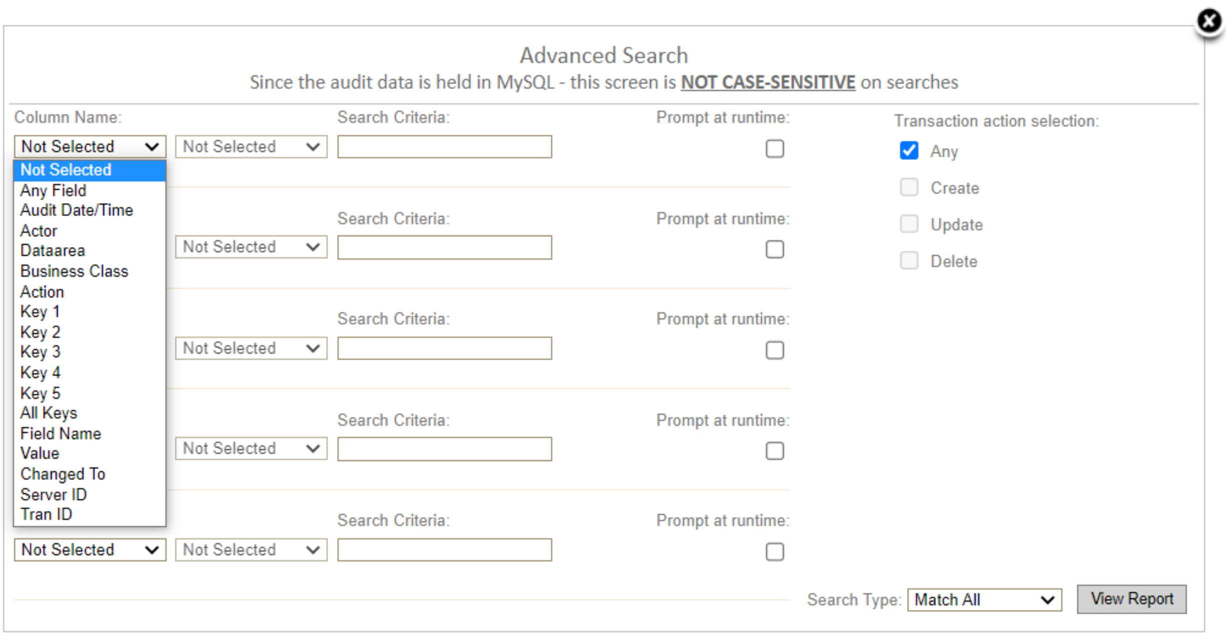
Prompt at Runtime: This option allows you to flag the criteria you will allow a user to change when a report is run from LBI or from the saved report navigation pane. For example you may set up a report to check for any EMPLOYEE changes within a specified date range. Each time the report is run you may not want the user to change the object name but you will allow them to change the date range. Checking the Prompt at runtime checkbox will allow them to change the date each time the report is run.

Transaction Action selection:

Choose the Action(s) for the transactions you want to see.

Search Type: This option controls how the 5 filters work together. When you select “Match All” the system requires all data records to satisfy each of the filters in order to display on the report. This is generally referred to as “AND” logic. If you select “Match 1 or More” the data records only need to satisfy one of the criteria. This is considered “OR” logic.

Additional Advanced Search Options



Using combinations of open and/or targeted searches in the Advanced Search screen, you can determine a set of criteria that you’d like to check on a weekly basis, save the search, and have that run automatically with the results e-mailed to you!

Most of the Column Names names are self explanitory but there are a few that are unique when using Advanced Searches.

Any Field

This Column Name is automatically used when you enter a value in the Quick Start search bar but you can use it anytime. The primary search fields are indexed in the audit data base so queries will generally run faster if you select a specific Column Name instead of Any Field; however the Any Field column can be used for search Field Names or Field Values.

Audit Reason

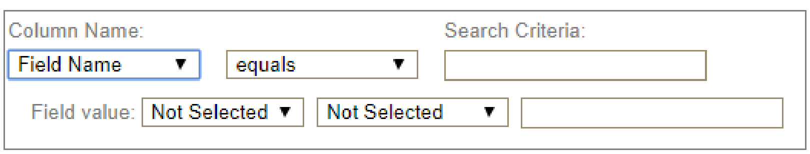
Every Audit Rule has an Audit Code assigned by the system when it's created. If a transaction is captured based on specific rule the Audit Code will be part of the searchable dataset. This is helpful of you have multiple Business Classes defined for a Rule and want to see of any data that was captured based on the criteria. For example you might define a rule that includes Business Classes VENDOR, VENDORADDRESS, and VENDORANDSUPPLIER. Instead of creating a report for each form you can create a query specifying where Audit Reason equals and any changes to any one of these three Business Classes will be displayed.

<u>All Keys</u>

The option allows you to search across Keys for a specific value. For example Lawson will keep the Vendor ID in Key 2 for all Vendor transactions but in Key 1 for all Invoice transactions. Using the All Keys option will allow you to enter key 117 and the application will return any key for any transaction that matches 117.

<u>Field Name</u>

The Field Name option expands the filter to allow more information regarding how you want to use filter.

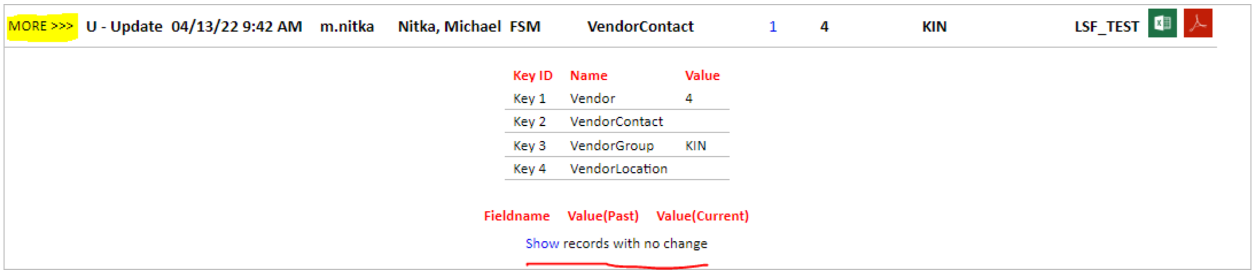


In some cases it you may just want to know when a field "has changed" or exceeded a specific value.

<u>Searching for a field that 'Has Changed"</u>

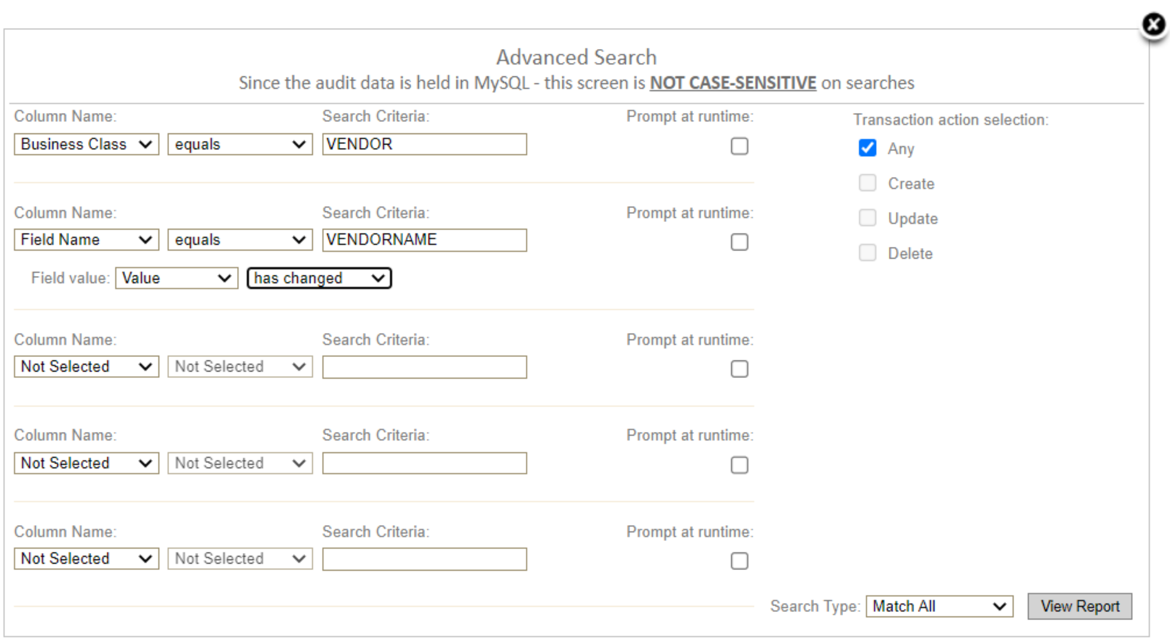
Select Advanced Search" from the reporting screen.

> *HINT: You will first need the Lawson technical name for the field you want to search. To find the name, define a simple query that includes the data you need to see. For instance to get the Lawson field name for an Vendor name (VendorName) define a query using Business Class Vendor. The technical name for the field will be displayed under the "Field Name" column by selecting **MORE >>>** on the summary row then **Show** Records with no change.*



A list of fields or the Business Class will be displayed.

Fieldname	Value(Past)	Value(Current)
ActionCode	-	-
AddressEffectiveDate	00000000	00000000
AlphaCurrentTimeStamp	-	-
AnonymizeLogAnonymizeRelExists	-	-
AnonymizeLogPurgeRelExists	-	-
BODCurrentTimeStamp	-	-
BODFormattedCurrentTimeStamp	-	-
CityStateZIPDisplay	Bogusville, IL 60137	Bogusville, IL 60137
CommentText	-	-
ContactMasterAPXMLBOD	-	-
ContactMasterCleanDocXMLBOD	-	-
ContactName	-	-
ContactName_Translation	-	-
ContextMessageEntityType	-	-
ContextMessageText	-	-
CurrentAddressExists	-	-



Set the filter to “equals” and enter the name of the field you need to check.

You will notice that on this type of search you will be given the option to enter criteria for the Field. To return all records where a specific value has changed set the “Field Value” to “Value” and the filter to “has changed”

The query above will only return records where the Vendors Name has been changed on Business Class Vendor.

As you can see, you can use this option to track actions on any specific field for either the old value or the new value. For example if I only wanted to see records where the Vendor Name was changed to Unknown I would build the query where New Value equals Unknown..

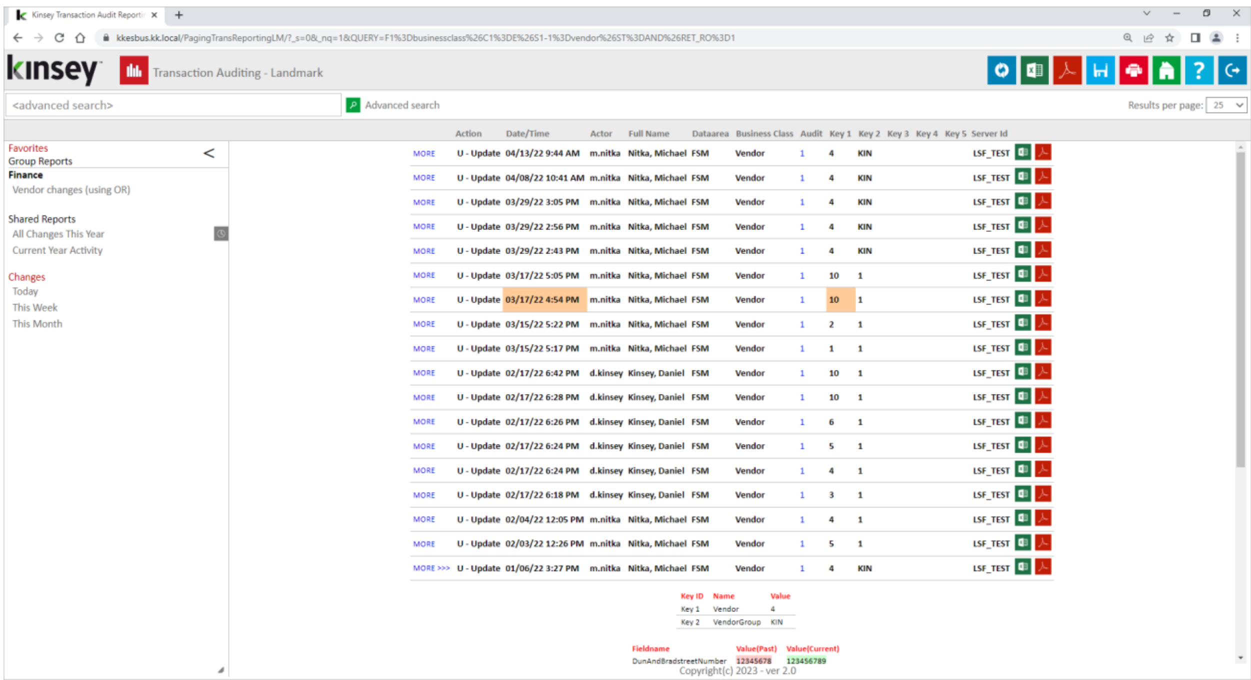
Changed To

The Changed To filter option is similar to Field Name filter except you don’t need to specify the field name. A search using Change To will look at all ‘New” values in the audit database that have been change to this value. An example of how this differs from the Field Name filter, searching on Net30Days could return terms code values in both Vendors and Customers.

Drilling on Search Results

Additional filtering and drilling options provide a more rapid approach to finding the data your are seaking. This feature allows you to search your Activity Monitor (Listener) database for related activity or seach through your audit database for related keys.

Below you will see the results of a query requesting all Changes made to form AP10.1. To create a new query basd on these results I could either select the Advanced Search option and enter additional criterial or by holding down the CTRL key and clicking on specific field values I can quickly change the search criteria. In the example below I CTRL-clicked 03/17/2022 and Vendor 10. You can select fields from multiple rows using this technique. The application will use OR logic between the values in a column and AND logic between column values.



Then by right clicking on any of the highlighted fields you will have 2 search options.

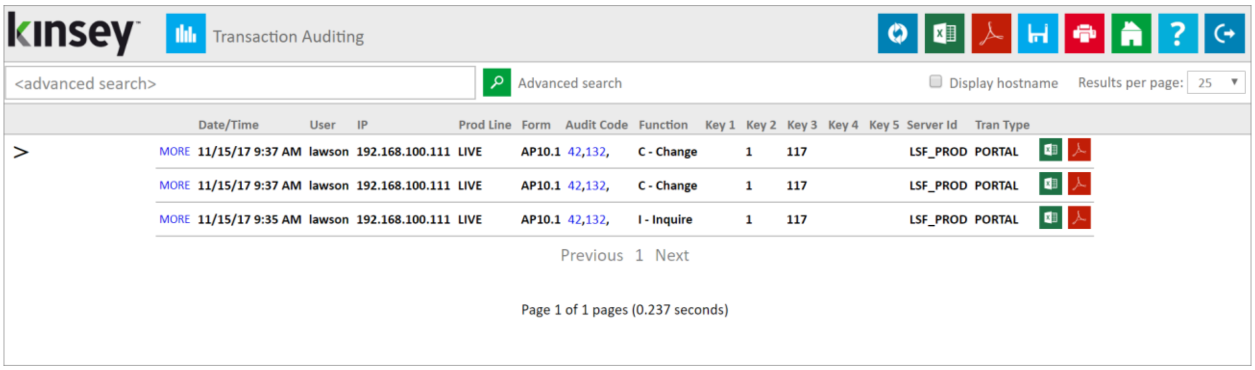
1. Click on the Search button to find detailed transaction activity using the search criteria.

2. Select 'Search across all keys' and click on either Search or select an Activity Monitor server to find all activity related to the key value selected.

Option 1: Search on Selection

When the Search button is selected a new browser tab will open with the related results. The query will return all recorActions based on the criteria. This is now an independent query so Saving, Exporting, Printing or using the Advanced Search are all available options. You can also use the CTRL-click quick search option to drill even futher or return to the initial query by closing this tab.

Note: The filter selections create a new query and do not cascade from the prior selections.



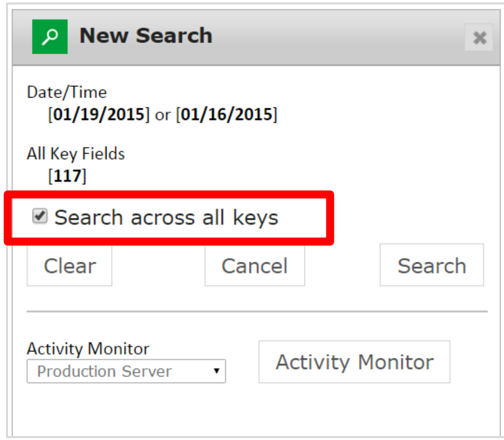
Option 2: Viewing all Activity Monitor Transactions (S3 Only)

This feature provides a couple major advantages over the search option. Since Activity Monitor keeps all user activity regardless of the Audit Rules defined, you may see transactions related to selected values that are not displayed on transaction auditing reporting. For example, you may have a rule that audits a named user's activity for any Employee Master changes (HR11.x). Transaction Auditing would not return any HR11 records initiated by other users since the audit rule was tied to one user. However Activity Monitor would have a record for all the HR11 transactions. In addition, returning the results of the query in the Acitivity Monitor reporting allows you to filter, group and sort your data in various ways.

Note: For more information on how to use the LS Reporting to view Lawson activity refer to the LS Reporting Users guide.

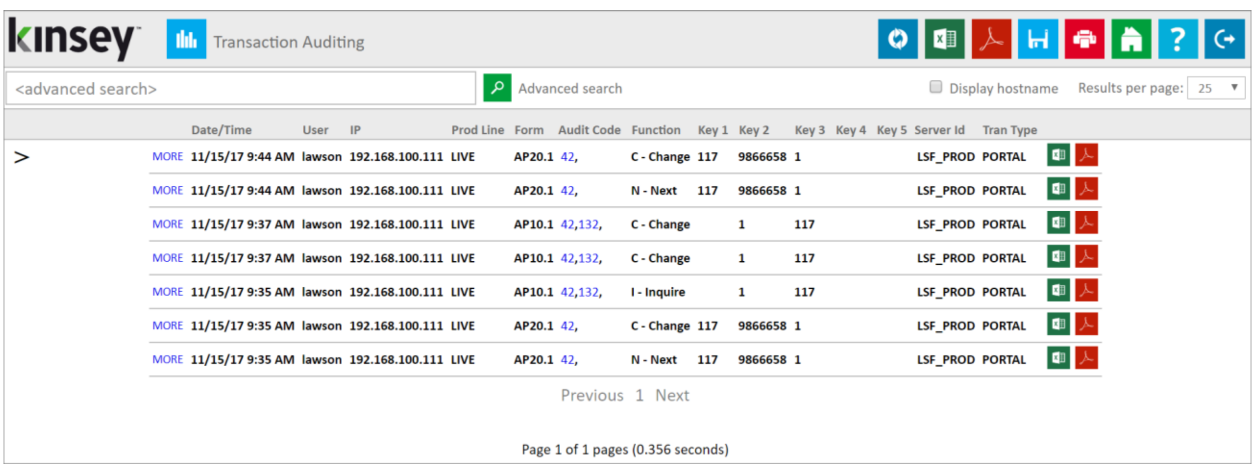
Option 3: Search Across all Keys

This option provides a method of searching for all transactions related to a particular key. In the example on page 15 vendor 117 was select as an additional filter. However, the query only returned records where Key 3 matched 117. There are potentially other forms with activity related to vendor 117 on the dates requested. To find this information I should use the "Search across all keys" option prior to selecting Search or Activity Monitor.

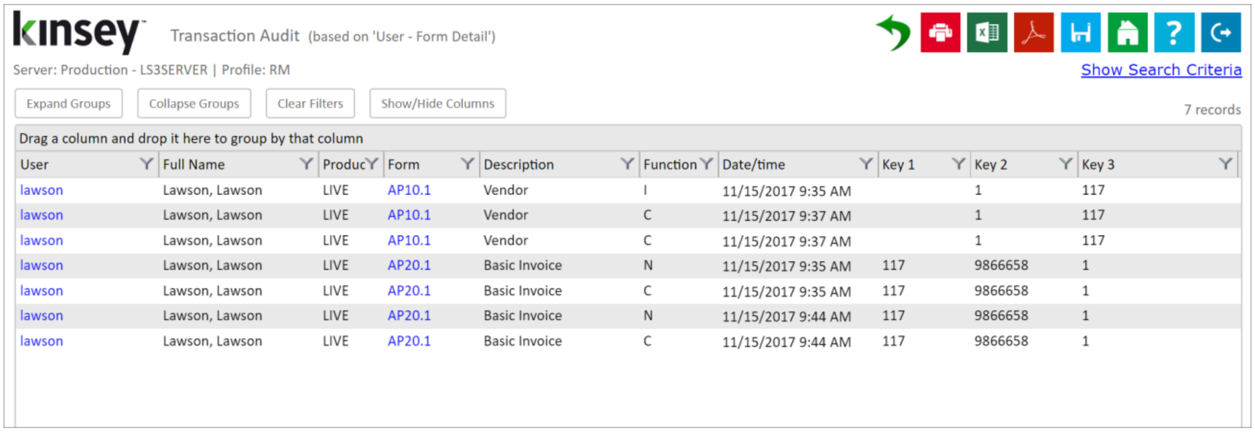


The application will return all records that contain a key that matches 117 for the selected dates. In the example below I can now review transactions for form AP10.1, AP20.1 that match the selection criteria.

For AP10.1 transactions Lawson keeps the Vendor ID in Key field 1 and for AP20.1 in Key field 2. Using the crosss key search option you do not need to know what key number to search. This is true from Landmark Business Classes as well.



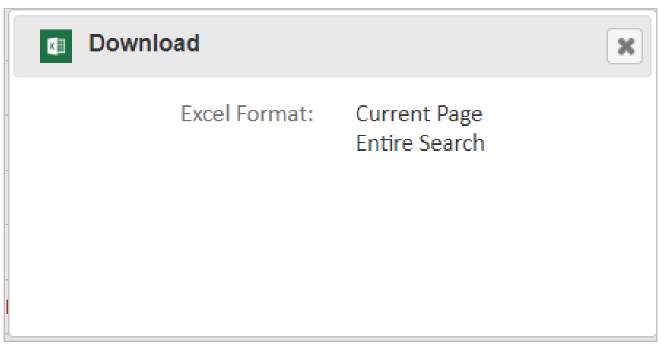
The same cross key option exist if you select to view the result from Activity Monitor.



Exporting

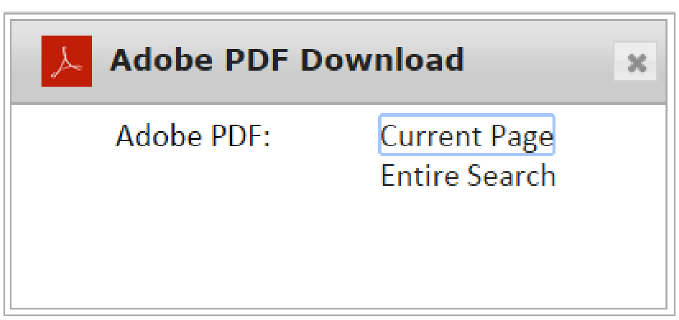
Creating an MS Excel Document

There are 2 ways to export your results to Microsoft Excel. The Excel icon on each line will export the detailed data related to the individual record selected. The Excel icon in the upper right corner of the screen will give you the option of exporting the entire search or just the page currently being displayed.



Creating a PDF

There are 2 ways to export your results to a PDF file. The Adobe icon on each line will print the data related to the individual record selected. The Adobe icon in the upper right corner of the screen will give you the option of printing the entire search or just the page currently being displayed.



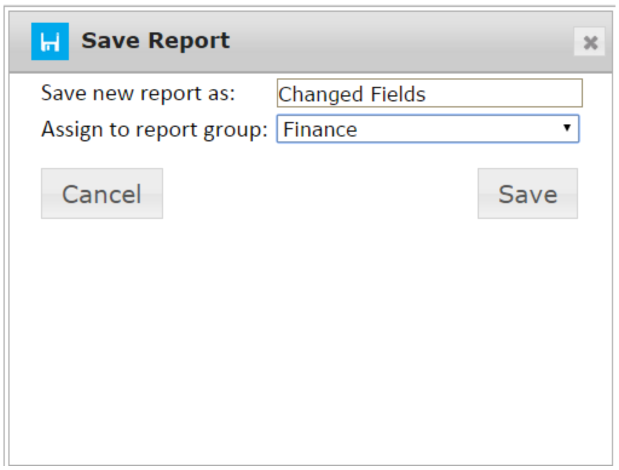
Printing

The printer icon will function like any other browser page you need to print. This will only print the data viewable on the current screen.

Saving Reports

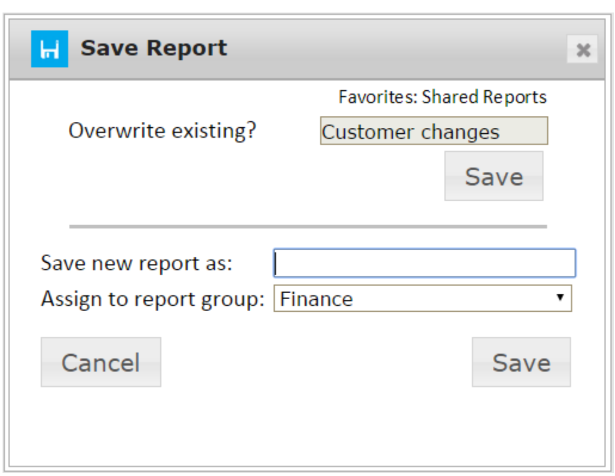
Saving a New Report

To save a report simply select the Save icon in the top right corner of the screen. Enter a report name and assign the report group for this report. The report group determines which users can view and run a saved report. The report groups are assigned on the administration page under Reporting Groups.



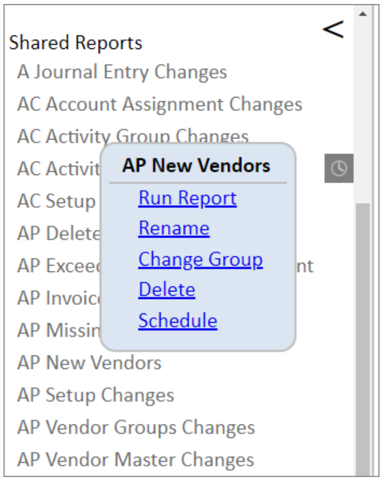
Changing or Copying an Existing Report

To save changes or create a copy of an existing query simply select the Save icon in the top right corner of the screen once you have run the query. You can save changes to an existing query by selecting SAVE in the Overwrite existing section. To copy an existing query enter a new query name and assign the report group in the new report section. The report group determines which users can view and run a save report. The report groups are assigned on the administration page under Reporting Groups.



Saved Report Options

All Saved Report options are initiated by clicking on the saved report name.



Runing a Saved Report

Simply click on the Run Report link

Schedule a Saved Report

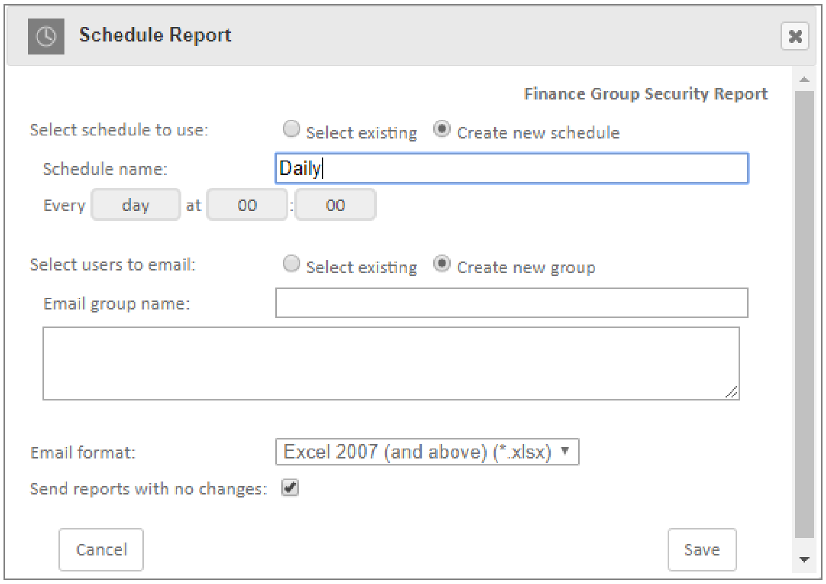
Scheduling a report will allow you to email the results of any report on a regular basis automatically.

To schedule a report you must first create and save your report. Once the report displays in the left navigation pane click on the report name and select Schedule.

A grey clock icon is displayed next to the report name if a schedule already exist for a report but has not been enabled. A blue clock icon indicates the the schedule is currently active (enabled).

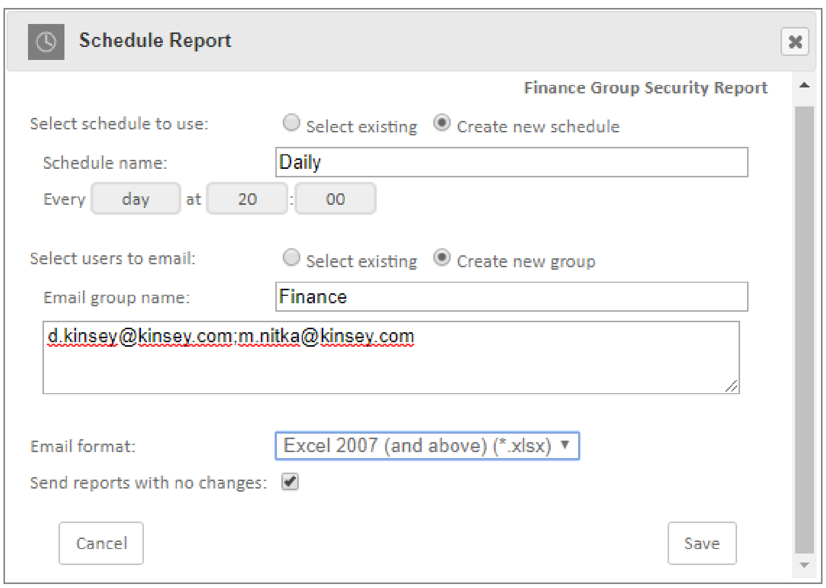
NOTE: The schedule must be enabled for the schedule to run. To enable a scheduled report refer to the Schedule Reports section of the Administrators Guide.

The scheduling screen allows you to setup new schedules or use existing schedules. Schedules can be set to run each minute, hour, day, week, month or year. For a new schedule enter a schedule name, frequency and run time.



You can also create or use existing report groups. A report group contains a list of users you want to receive the report. Each user address should be separated by either a comma or a semicolon.

Note: do not insert a return between names in the list.



Email format:

The export options are Excel or Adobe PDF

Send blank reports:

If you want the system to generate and send a report even if there is nothing to report select this option. This will inform the receipient that the report was run.

Delete a Saved Report

To Delete a report click on the report name and select Delete.

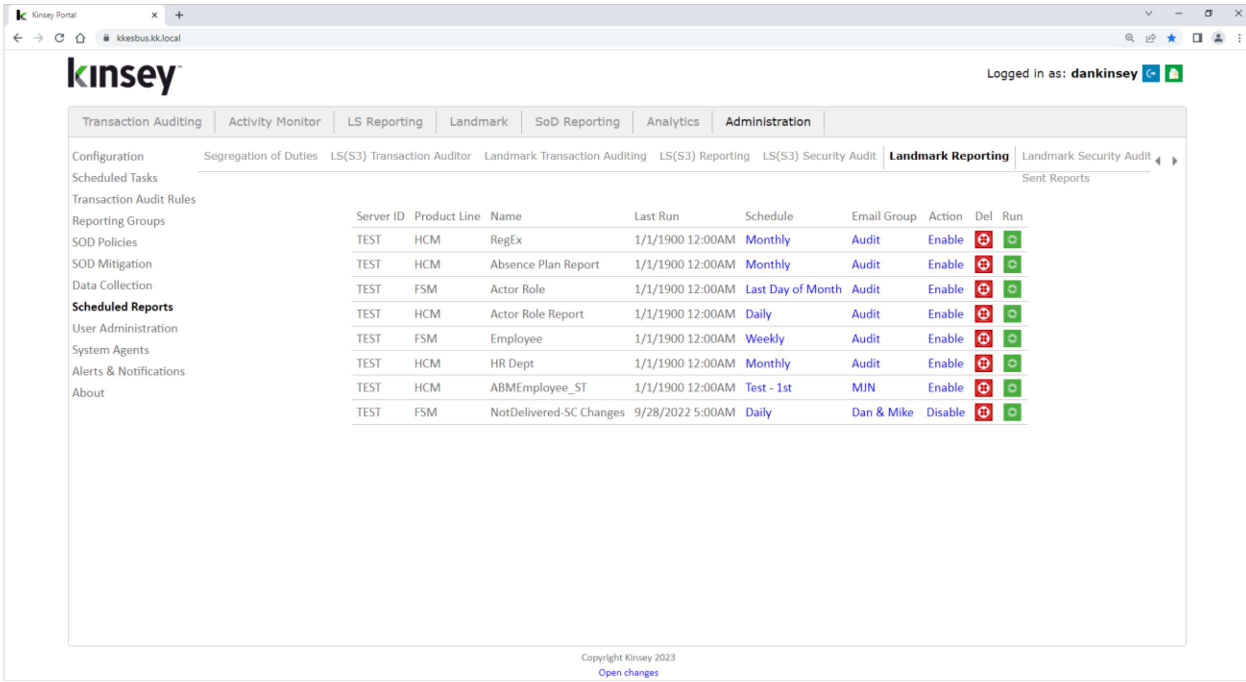
Renaming a Saved Report

To Rename a report click on the report name and select Rename.

Change the Reporting Group for a Saved Report

This option allows you to move a report from one Reporting Group to another Group.

Enabling and Disabling Scheduled Reports



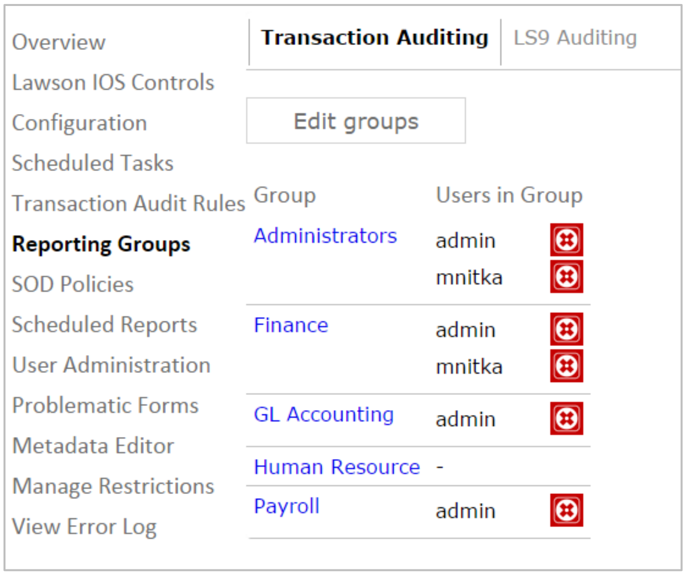
Using the Administrator tab on the home page select *Scheduled Reports* | *Transaction Auditor* tab. The Action column on the right provides the allow you to change the current status of the schedule. For example in order to enable a schedule you must select the ENABLE link. The link does NOT show the current status but rather indicates the action you want to take.

You can also verify the Schedule, the email group and run a version of the report print to enabling the schedule. The Run option will export the results to Excel. You can then view and download the report under the “Sent Reports” tab.

Reporting Groups

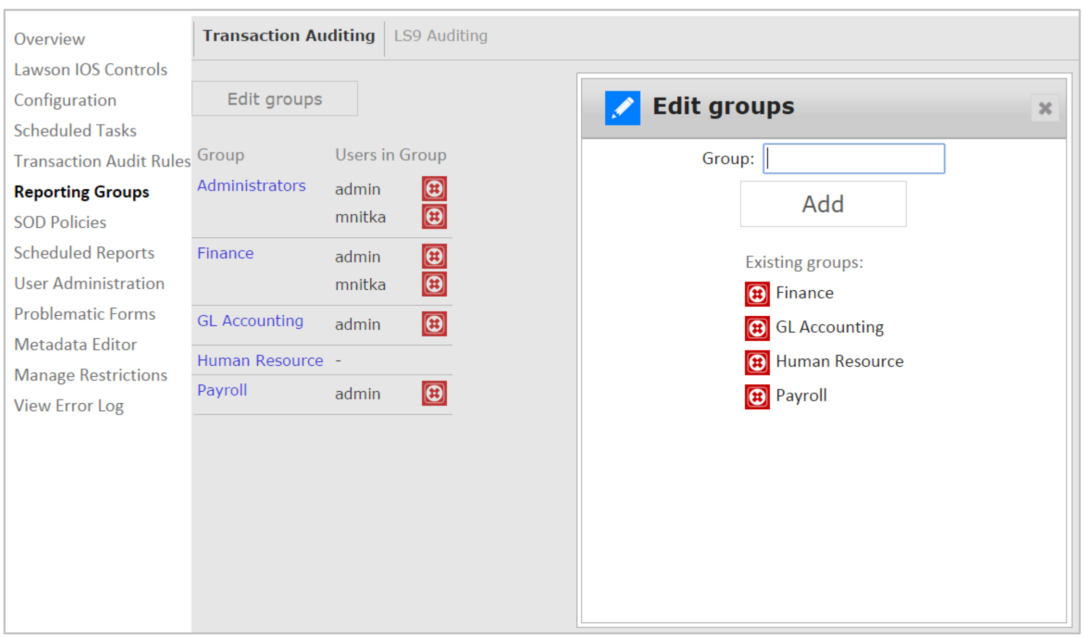
Reporting Groups are used when saving and/or displaying saved reports. A user will only be able to see reports saved to the groups they belong to or reports that are saved globally. *(see Save a New Report)*.

Select Reporting Groups | Transaction Auditing from the Administration page.



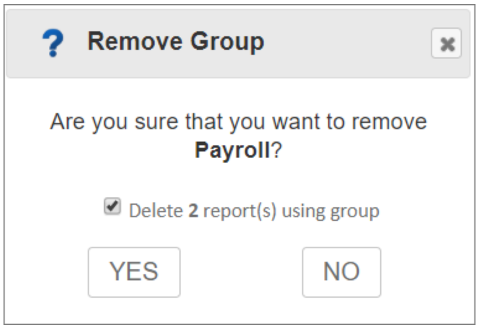
Adding a Group

To add a group select the “Edit groups” button, enter a Group name and select Add.



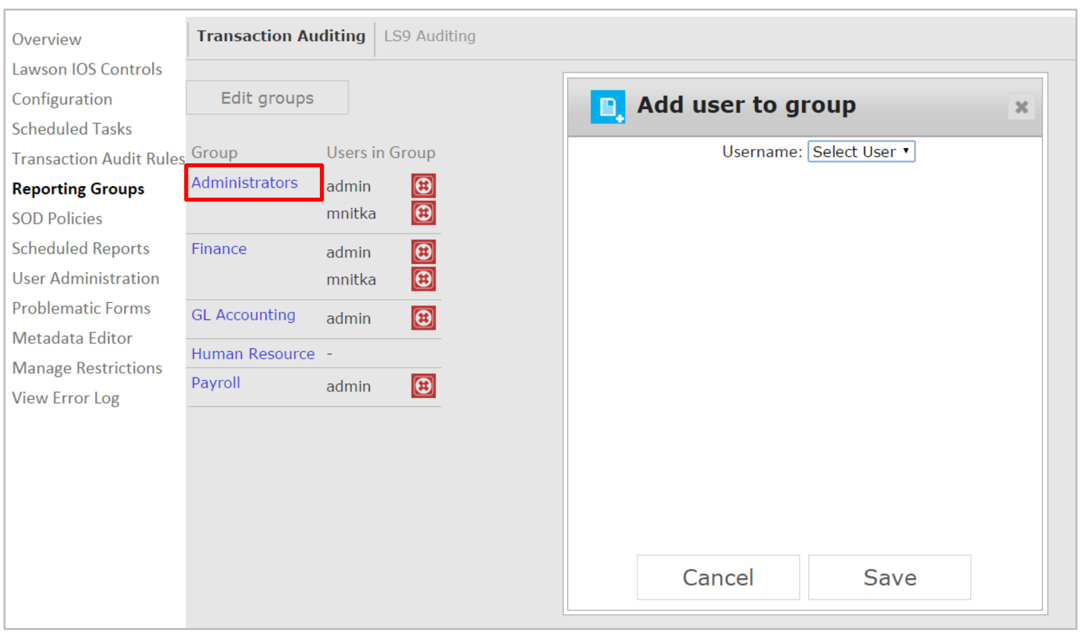
Deleting a Group

To Delete a group select the “Edit groups” button and select the appropriate Group to delete. If there are existing reports associated with the Group they will be deleted unless you first move them to a new group. (see Saved Report Options on page 20)



Assigning a User to a Group

To assign a user to a group or groups click on the Group Name and assign the appropriate user from the selection list.



Restricting Data from Search Results

You can restrict users from viewing transactional data based on preset criteria. For example, you can exclude any HR form searches from returning results by User. To set this up you need to access the User's account on the User Administation page of the dashboard.

Refer the the Administration Guide on how to configure User Restrictions.

Notes: