Audit Log - Feature Overview

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Overview

The Audit Log is used to record and track actions undertaken by users within Assure Expenses.

The primary use of the Audit Log allows your organisation to fully audit actions within the product, meaning that you can reduce the time that it takes to pinpoint when an action occurred and who performed the action. Administrators can quickly browse the record log and use the search filters such as action, element, date range and employee to drill down to specific actions, particularly useful when you have a large number of users. This information can also be exported to excel for further analysis and reporting.

Actions recorded include, but are not limited to: adding, editing, deleting, logging on, logging off and viewing personal data.

Benefits

- **Reconstruction -** Data can be reviewed chronologically to determine what was happening both before and during an event.

- **Problem Detection -** In the same way that log data can be used to identify security events, it can be used to identify problems that need to be addressed.

- **Accountability -** Log data can identify what accounts are associated with certain events. This information then can be used to highlight where training and/or disciplinary actions are needed.

Implementation

1. Administrators will require an Access Role with active permissions to System Options (Audit Log).

2. When adding/editing an employee record, within the **Notifications** tab, select the **Audit Log Cleared** check box to notify the employee when the audit log has been cleared and by whom. For more information, view Add an Employee.

Links

Manage the Audit Log