Audit Log

Audit Log Fields

To access the Audit Log, navigate to *Main Menu / Supervisor Menu / Processes / Audit Menu / Audit Log*.

1. **Division** – Entering a *Division* range such as *1* to *1* will allow the audit log to retrieve data faster. However, if there is a 0-Division record (typically an error), it will be excluded.

   Note: It is recommended to leave the starting *Division* as *0*.

2. **Program Name** – This is the Initiating program name.

   Note: This is not required and can be left blank.

3. **Field Name** – Enter a specific field name (*Affected Field* column) for search. This has to be an exact match.

4. **Key Field 1** – Specify the type of key to search such as *Tank RRN*, *Customer*, *Browse*, etc.

   Note: *Key Field 2* and *Key Field 3* are additional levels to *Key Field 1*.

5. **Action** – Choose from *Create*, *Modify*, *Delete*, or *Process*.

6. **Change Date From** – Enter a date range to narrow down results.

7. **Changed by** – This is the Energy Force username.

8. Displays previous and new values for the item that was changed.

Audit Search

Search by Program Name

Searching by a program name gives a filter level directly linked to a program. Additionally, the Program Name feature gives the ability to see changes made within the *Browse* tables rather than what was modified within the module.

1. Input the *Change Date From* and *To* fields. When the *From* date is entered, it automatically inputs the ending date of the month in the *To* field. Update this date as necessary.

2. Select the program name from the list.

3. The system will automatically filter the table and display items that have had *Action* items applied, such as *Create*, *Modify*, or *Delete*.

4. To add an additional level of search, it is suggested that *Key Field 1*, *Key Field 2*, and *Key Field 3* be utilized.
   Note: Searching by *Field Name* requires an EXACT match.

5. To search by *Key Field 1* (to find a specific account), select from the drop-down list (**Ex.** *CUSTOMER*).

6. Enter the customer account number. This value must be equal to the total number of allowable digits for a customer account which is 10 characters. Choose **Search**.
   - If the customer account number is not equal to 10 characters, insert leading zeros.
     - Account 12345 should be entered as 0000012345.
   - For a tank RRN, the number of allowable characters is nine.
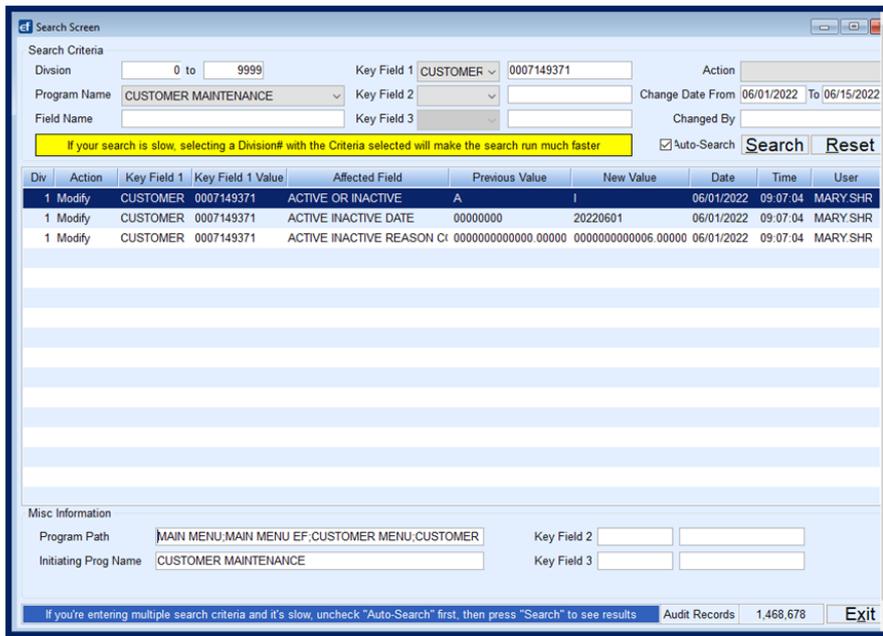
7. The system will filter based on the criteria entered. In the above example:

   - MARY.SHR modified Customer Account 7149371 from *Previous Value A* to *I* for *Active* to *Inactive.*

   - MARY.SHR modified the *Active Inactive Date* to *20220601* (06/01/2022).

   - MARY.SHR modified the *Inactive Reason Code* to a *6.*

   - All actions took place on 06/01/2022 at 9:07:04 AM

   - There are no additional items in the *Key Field 2* or *Key Field 3* areas. Items that might appear in these fields are contract numbers, call-in entries, etc.

8. If additional search items should be entered, select an *Action* type such as *Delete* if trying to determine if a user deleted an item.

9. An additional search filter is *Changed By.* Enter the Energy Force username such as JOE.CASE.

Search by Key Field 1, Key Field 2, and Key Field 3

If unsure which Program Name to select, leave the *Program Name* blank and instead choose to search by Key Fields. *Key Field 1* must have an entry before *Key Field 2* can be chosen and so on.

In the image below, SSHEPHERD deleted a Call-In Entry for Customer Account 18920977 for Tank RRN 836350.
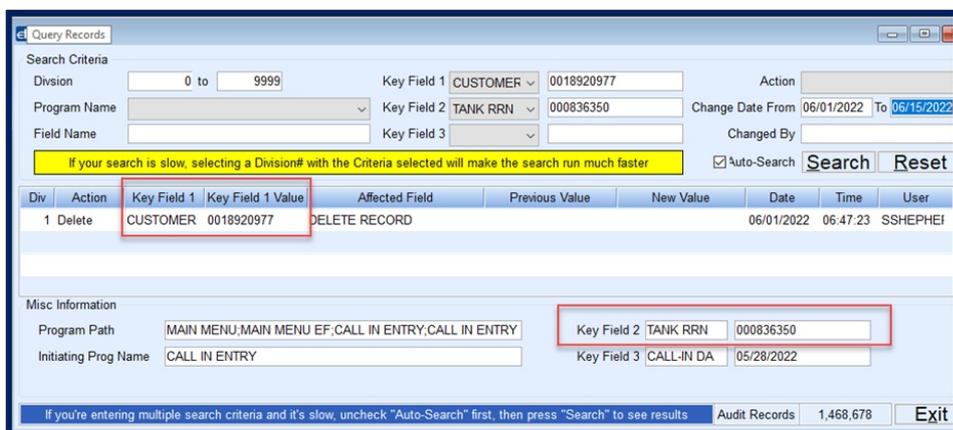
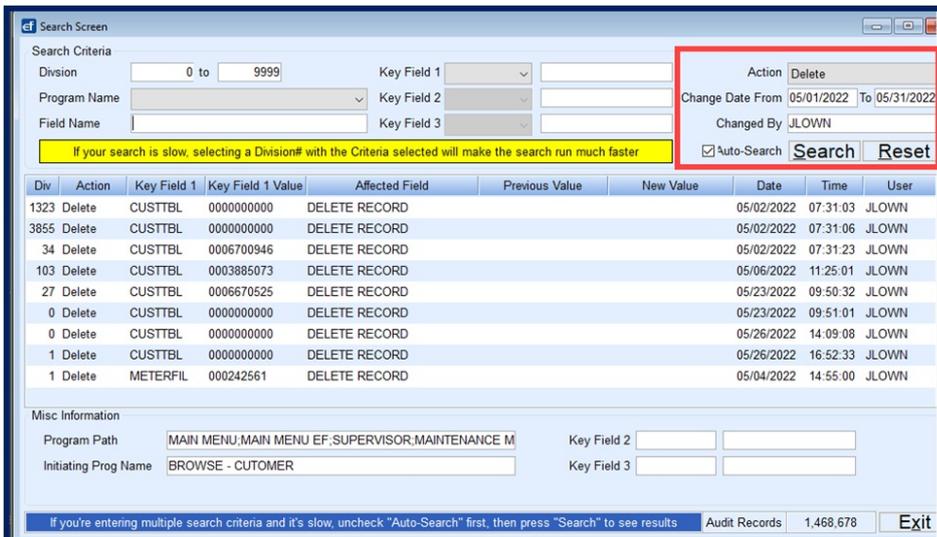If *Key Field 2* is removed, all records associated with the audit for customer number will display. The image below shows an additional call-in entry was removed for account 18920977.
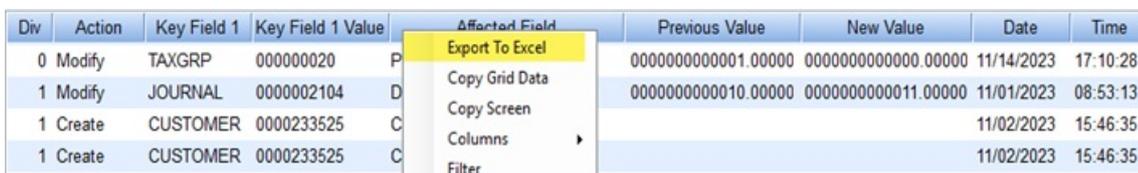

Other Search Methods

Action and *Changed By* can be utilized as audit search features. In the example below, the audit is by the*Delete Action* and *Changed By JLOWN*.

Optionally export selected displayed data to excel if needed.

Audited Programs

Find a list of the programs that are currently auditable using the search criteria.

Audited Types

Find a list of the types currently auditable using the search criteria.

Note: Both Audited Programs and Audited Types are for the purpose of the Audit Log only and should not be

Modified or Created.