Audit Log

Last Modified on 03/19/2024 9:06 am EDT

Audit Log Fields

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

Search Screen									- • •
Search Criteria				4					
Divsion 1	🚺 t	o 9999	Key Field	1	~		5 Action		~
Program Name	2		✓ Key Field	2	~	6	Change Date From	06/01/2022	To 06/14/2022
Field Name	ă		Key Field	3	~		7 Changed By		
If your co	arch is clow or	Jacting a Division#	with the Criteria colocta	d will make the	agrah run much fai	ator	Auto-Search	Search	Recet
il your se	arch is slow, si	secting a Division#	with the Chteria selecte	u will make the	search fun much las	ster	M -uto-Search	Search	Resei
Div Action	Key Field 1	Key Field 1 Value	Affected Field	Pr	evious Value	New Val	lue Date	Time	User ^
0 Create	CUSTOMER	000000000	CREATE RECORD				06/01/202	2 09:46:53	REYNE.BR
0 Create	DIVISION	0001	CREATE RECORD	8			06/01/202	2 12:17:56	SWILSON
0 Processing	SRVBROWS		PROGRAM PROCESS	ED			06/01/202	2 12:25:07	KKCOMP
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/01/202	2 12:59:38	JEANETTE
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/01/202	2 12:59:41	JEANETTE
0 Create	DIVISION	0001	CREATE RECORD				06/01/202	2 13:12:34	KATHRYN.I
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/01/202	2 15:07:22	WHITNIE.D
0 Modify	DIVISION	0001	TICKLER STICKYNOTE	E? Y	N		06/01/202	2 15:07:22	WHITNIE.D
0 Create	DIVISION	0001	CREATE RECORD				06/01/202	2 15:33:41	JENNIFER.
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/01/202	2 15:54:34	JEANETTE
0 Create	DIVISION	0001	CREATE RECORD				06/01/202	2 16:07:40	RCLAYPOC
0 Create	DIVISION	0001	CREATE RECORD				06/01/202	2 16:09:54	RCLAYPOC
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/01/202	2 16:43:37	JEANETTE
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/01/202	2 17:05:09	JEANETTE
0 Modify	DIVISION	0001	TICKLER COMPLETED	D N	Y		06/02/202	2 07:46:00	JEANETTE
0 Create	DIVISION	0001	CREATE RECORD				06/02/202	2 08:50:43	SMELTON V
Misc Information									
Program Path	MAIN	MENU;MAIN MENU	J EF;CUSTOMER MEN	U;CUSTOMER	Key Field	2			
Initiating Prog	Name CUST	OMER MAINTENAM	NCE		Key Field	3			

- 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.
- 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.

ef Sea	rch Screen								
Sea	ch Criteria								
Div	sion	0 t	o 9999	Key Field 1	~		Action		
Pro	gram Name	CUSTOMER	MAINTENANCE	✓ Key Field 2	\sim	Change E	Date From 0	6/01/2022	To 06/15/2022
Fie	ld Name			Key Field 3	~	Ch	anged By		
	If your sea	arch is slow se	electing a Division#	with the Criteria selected will ma	ke the search run much	faster 🗸 🏹	to-Search	Search	Reset
	ii your see	1011 13 310W, 30	secting a Division#	with the Ontena Selected will had	ke the search full much			<u>b</u> carch	Reser
Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
1	Modify	CUSTOMER	0062822932	ACTIVE OR INACTIVE	A	I	06/01/2022	08:03:43	JESSICA.N
1	Modify	CUSTOMER	0062822932	ACTIVE INACTIVE DATE	0000000	20220601	06/01/2022	08:03:43	JESSICA.N
1	Modify	CUSTOMER	0062822932	ACTIVE INACTIVE REASON CO	00000000000.00000	000000000006.00000	06/01/2022	08:03:43	JESSICA.N
1	Modify	CUSTOMER	0003810826	ACTIVE OR INACTIVE	A	1	06/01/2022	08:05:11	LASCHELL
1	Modify	CUSTOMER	0003810826	ACTIVE INACTIVE DATE	0000000	20220601	06/01/2022	08:05:11	LASCHELL
1	Modify	CUSTOMER	0003810826	ACTIVE INACTIVE REASON CO	00000000000.00000	000000000001.00000	06/01/2022	08:05:11	LASCHELL
1	Modify	CUSTOMER	0006795059	PHONE		4173452773	06/01/2022	08:27:13	SMELTON
1	Modify	CUSTOMER	0006591779	ACTIVE OR INACTIVE	A	I	06/01/2022	08:48:53	SMELTON
1	Modify	CUSTOMER	0006591779	ACTIVE INACTIVE DATE	0000000	20220601	06/01/2022	08:48:53	SMELTON
1	Modify	CUSTOMER	0006591779	ACTIVE INACTIVE REASON CO	00000000000.00000	000000000006.00000	06/01/2022	08:48:53	SMELTON
1	Modify	CUSTOMER	0006804620	ACTIVE OR INACTIVE	A	I	06/01/2022	08:51:00	ALEONARI
1	Modify	CUSTOMER	0006804620	ACTIVE INACTIVE DATE	0000000	20220601	06/01/2022	08:51:00	ALEONARI
1	Modify	CUSTOMER	0006804620	ACTIVE INACTIVE REASON CO	00000000000.00000	000000000002.00000	06/01/2022	08:51:00	ALEONARE
1	Modify	CUSTOMER	0007149371	ACTIVE OR INACTIVE	A	1	06/01/2022	09:07:04	MARY.SHR
1	Modify	CUSTOMER	0007149371	ACTIVE INACTIVE DATE	0000000	20220601	06/01/2022	09:07:04	MARY.SHR
1	Modify	CUSTOMER	0007149371	ACTIVE INACTIVE REASON CO	00000000000.00000	000000000006.00000	06/01/2022	09:07:04	MARY.SHR
Miso	Information								
Pr	ogram Path	MAIN	MENU;MAIN MENU	J EF;CUSTOMER MENU;CUSTO	MER Key Fi	eld 2			
Ini	tiating Prog N	lame CUST	OMER MAINTENAI	NCE	Key Fi	eld 3			
_									
l	you're enteri	ng multiple sea	arch criteria and it's	slow, uncheck "Auto-Search" first	st, then press "Search" t	to see results Audi	t Records	1,468,678	E <u>x</u> it
									>
ergyF	orce SQL				sflaherty	Version: 3.4.24.3113	7 Modify		INS

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

E Search Screen						
Search Criteria						
Divsion	0 to 99999	Key Field 1 C	USTOMER ~ 0007149371	1	Action	
Program Name	CUSTOMER MAINTENANCE	 Key Field 2 	~	Change Da	te From 06/01/2022	To 06/15/2022
Field Name		Key Field 3		Cha	nged By	
If your sear	rch is slow, selecting a Division	# with the Criteria selected wil	I make the search run much	i faster 🖂 Auto	-Search Search	<u>R</u> eset
Div Action	Key Field 1 Key Field 1 Val	Je Affected Field	Previous Value	New Value	Date Time	User
1 Modify	CUSTOMER 0007149371	ACTIVE OR INACTIVE	A	1 (06/01/2022 09:07:04	MARY.SHR
1 Modify	CUSTOMER 0007149371	ACTIVE INACTIVE DATE	0000000	20220601	06/01/2022 09:07:04	MARY.SHR
1 Modify	CUSTOMER 0007149371	ACTIVE INACTIVE REASO	N CC 0000000000000000000000000000000000	000000000006.00000 (06/01/2022 09:07:04	MARY.SHR
Program Path	MAIN MENUMAIN ME		ISTOMER Kay E	iald 2		
laitiatian Dava N		ANOE	Key Fi			
Initiating Prog Na		ANGE	Key Fi			
If you're enterin	g multiple search criteria and i	t's slow, uncheck "Auto-Search	n" first, then press "Search"	to see results Audit I	Records 1,468,678	E <u>x</u> it

- 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.

Query Records			
Search Criteria			
Divsion	0 to 9999 Key Field 1 CUSTOMER V 0018920977	Action	
Program Name	V Key Field 2 TANK RRN V 000836350	Change Date From	06/01/2022 To 06/15/2022
Field Name	Key Field 3 V	Changed By	
If your sea	rch is slow, selecting a Division# with the Criteria selected will make the search run much f	aster 🗹 Auto-Search	<u>S</u> earch <u>R</u> eset
Div Action	Key Field 1 Key Field 1 Value Affected Field Previous Value	New Value Date	Time User
1 Delete	CUSTOMER 0018920977 DELETE RECORD	06/01/20	22 06:47:23 SSHEPHEI
Misc Information			
Program Path		d 2 TANK RRN 000836350	
Initiating Prog N		H 3 CALL IN DA 05/28/2022	
midading Prog N	AIRE CALLIN LINITY REPTRI	05/20/2022	
If you're enterin	g multiple search criteria and it's slow, uncheck "Auto-Search" first, then press "Search" to	o see results Audit Records	1,468,678 Exit

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.

ef Search Screen						
Search Criteria Divsion	0 to 9999	Key Field 1 CUS	TOMER > 0018920977	Action		
Program Name		V Key Field 2	~	Change Date From	06/01/2022	To 06/15/2022
Field Name		Key Field 3	\sim	Changed By		
If your sear	h is slow, selecting a Division# with	the Criteria selected will ma	ake the search run much fast	er 🛛 🖓 Auto-Search	Search	Reset
Div Action	Key Field 1 Key Field 1 Value	Affected Field	Previous Value	New Value Date	Time	User
1 Delete C	USTOMER 0018920977 DE	LETE RECORD		06/01/20	22 06:47:23	SSHEPHER
1 Delete C	USTOMER 0018920977 DE	LETE RECORD		06/01/20	22 06:47:51	SSHEPHER
Misc Information						
Program Path	MAIN MENU;MAIN MENU EF	;CALL IN ENTRY;CALL IN I	ENTRY Key Field 2	2 TANK RRN 001044197		
Initiating Prog Na	me CALL IN ENTRY		Key Field 3	CALL-IN DA 05/31/2022		

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.

📑 Sea	rch Screen											
Sear	ch Criteria						-	_			_	
Div	sion	0 to 9999 Key Field 1 🗸						Action Delete				
Pro	gram Name			Key Field 2				Change Date From 05/01/2022 To			To 05/31/2022	
Fie	ld Name	1		Key Field 3				Cha	anged By J	LOWN		
	If your sea	arch is sl	ow selecting a Division#	with the Criteria selected will m	ake the sea	rch run much	faster	⊠ Aut	o-Search	Search	Reset	
	ii your see		w, selecting a billsions	with the officing selected with the	and the sea		laster		o couron [ocarch	Keset	
Div	Action	Key Fie	eld 1 Key Field 1 Value	Affected Field	Previo	ous Value	New V	alue	Date	Time	User	
1323	Delete	CUSTTE	L 000000000	DELETE RECORD					05/02/2022	07:31:03	JLOWN	
3855	Delete	CUSTTE	L 000000000	DELETE RECORD					05/02/2022	07:31:06	JLOWN	
34	Delete	CUSTTE	BL 0006700946	DELETE RECORD					05/02/2022	07:31:23	JLOWN	
103	Delete	CUSTTE	L 0003885073	DELETE RECORD					05/06/2022	11:25:01	JLOWN	
27	Delete	CUSTTE	BL 0006670525	DELETE RECORD					05/23/2022	09:50:32	JLOWN	
0	Delete	CUSTTE	BL 000000000	DELETE RECORD					05/23/2022	09:51:01	JLOWN	
0	Delete	CUSTTE	BL 000000000	DELETE RECORD					05/26/2022	14:09:08	JLOWN	
1	Delete	CUSTTE	BL 000000000	DELETE RECORD					05/26/2022	16:52:33	JLOWN	
1	Delete	METER	FIL 000242561	DELETE RECORD					05/04/2022	14:55:00	JLOWN	
Misc	Information											
Pr	ogram Path	N	AIN MENU;MAIN MEN	U EF;SUPERVISOR;MAINTENA	ANCE M	Key Fi	eld 2					
Ini	tiating Prog N	lame E	BROWSE - CUTOMER			Key Fi	eld 3					
H	vou're enteri	na multin	le cearch criteria and it's	slow unchack "Auto Search" fi	iret then pro	see "Soarch" i	to cao roculte	Audit	Pacarde	1 468 678	Evit	
	you're enten	ng multip	le search chteria and its	slow, uncheck Auto-Search II	irst, then pre	ess bearch i	to see results	Audit	Records	1,400,070		

Optionally export selected displayed data to excel if needed.

Div	Action	Key Field 1	Key Field 1 Value	-	Affected Field	Previous Value	New Value	Date	Time
0	Modify	TAXGRP	00000020	Ρ	Export To Excel	000000000001.00000	000000000000.00000	11/14/2023	17:10:28
1	Modify	JOURNAL	0000002104	D	Copy Grid Data	000000000010.00000	000000000011.00000	11/01/2023	08:53:13
1	Create	CUSTOMER	0000233525	С	Columns			11/02/2023	15:46:35
1	Create	CUSTOMER	0000233525	С	Filter			11/02/2023	15:46:35

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.