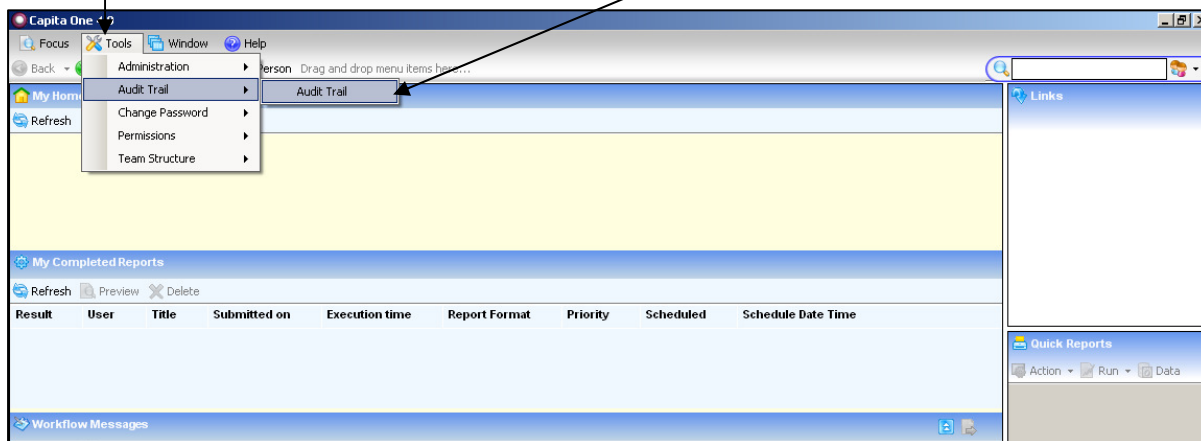


How to access the Audit Trail

1
Click **Tools** menu

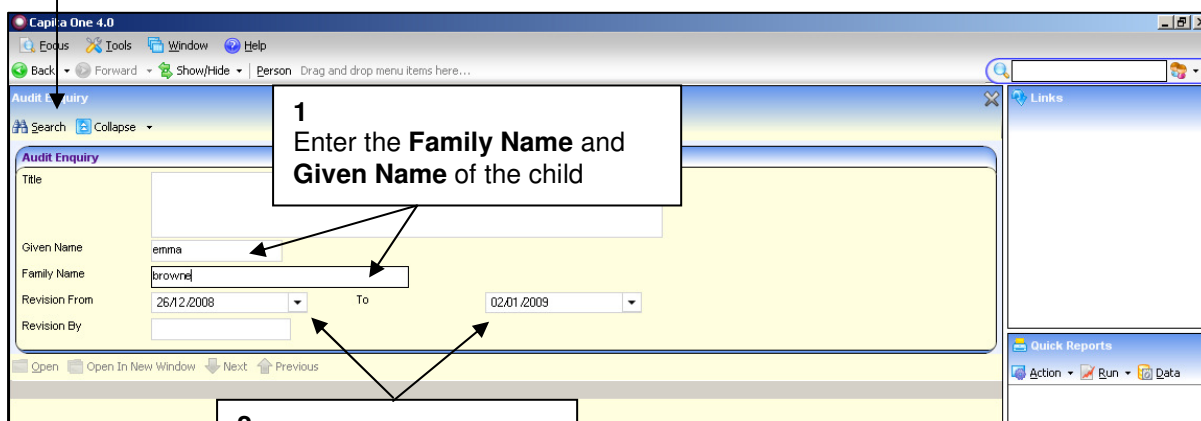
2
Select **Audit Trail** then
Audit Trail from the fly out menu



How to view amendments made to a person's record

The **Audit Enquiry** screen can be used to view details of amendments made to a person's record during a specified date period - the **Revision From** and **To** dates

3
Click **Search** to run the search



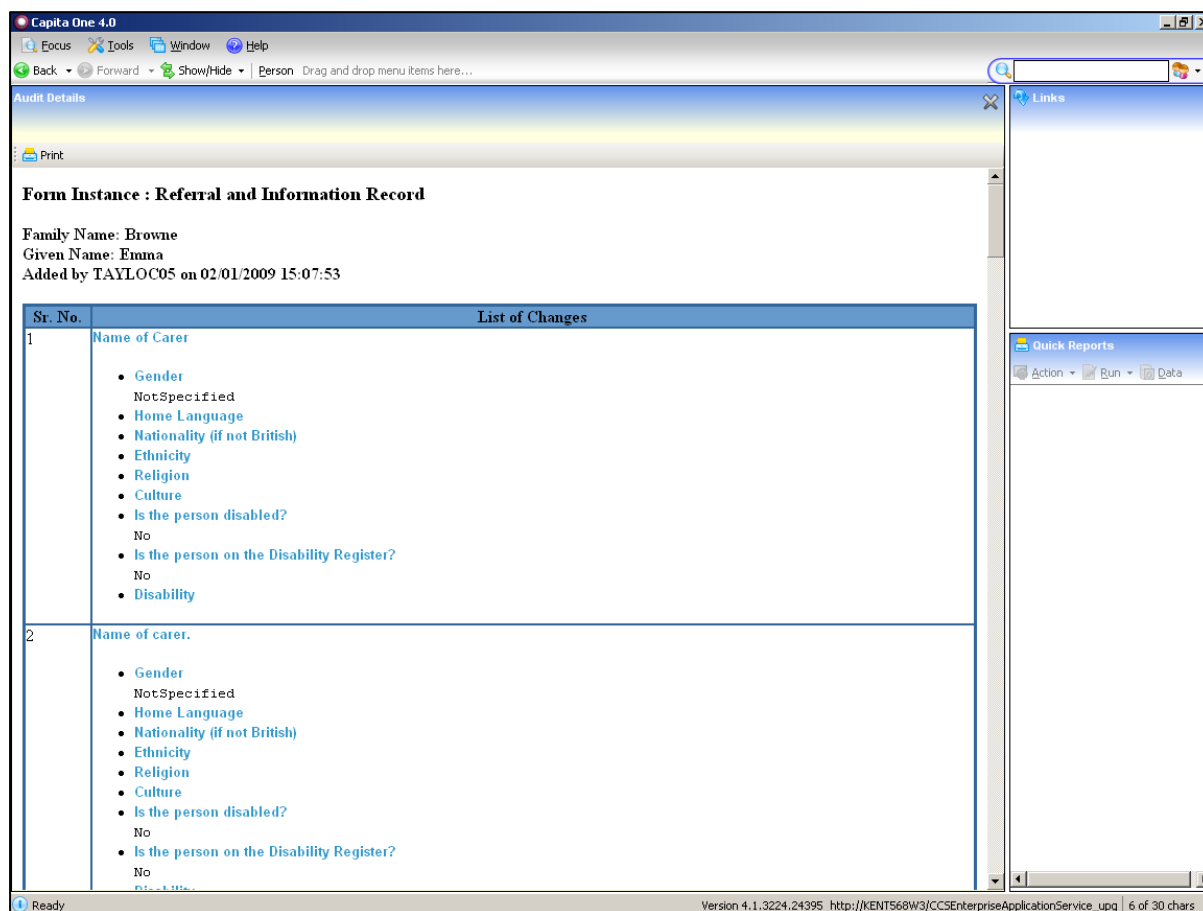
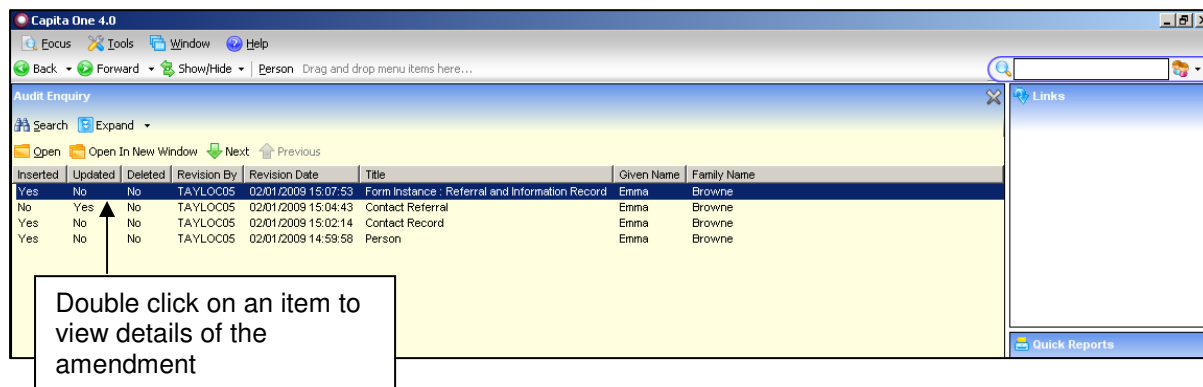
1
Enter the **Family Name** and
Given Name of the child

2
Amend the dates as
required (the default is the
previous 7 day period)

Note: unlike the **ICS Person Enquiry** screen, on this search screen the first name (**Given Name**) is entered in the first name field followed by the surname (**Family Name**) in the second name field

The search results include details of any exemplars which have been **Inserted**, **Updated** or **Deleted**, who made the revision - **Revision By** – the person’s username, when - **Revision Date**, including the time and the **Title** of the exemplar which has been amended.

These search results can be used to view details of the amended item:



Note: any text can be copied from the **Audit Details** screen by highlighting the relevant text using the mouse and pressing **Ctrl+C** on the keyboard - this can then be pasted into any application or in to ICS using **Ctrl+V**

The results display in the following way:

How to view data entry and amendments made by a Specific System User

The **Audit Enquiry** screen can be used to view details of amendments made by a specific system user to a person's record during a specified period - the **Revision From** and **To** dates.

3
Click **Search** to run the search

1
Enter the username of the worker

2
Amend the dates as required (the default is the previous 7 day period)

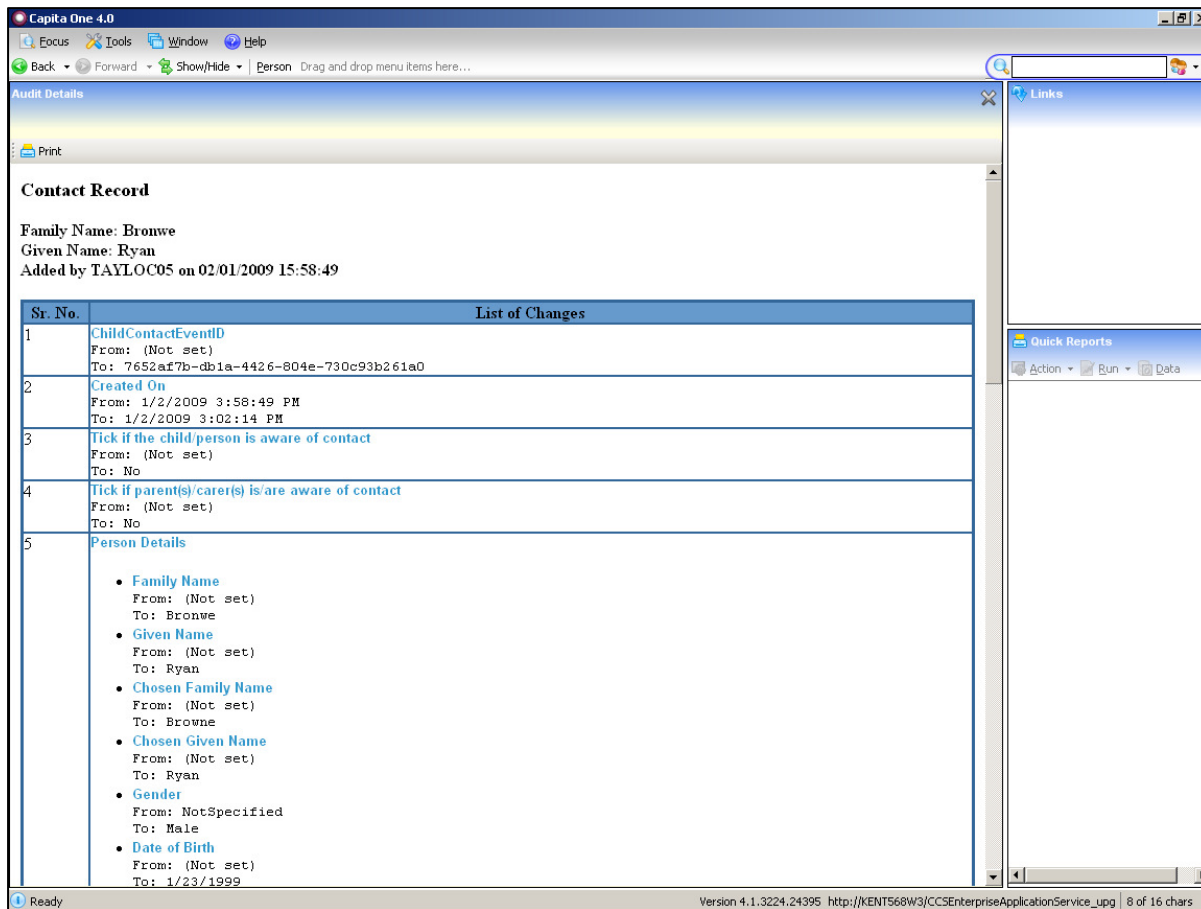
The search results include details of any exemplars or Case Notes which have been **Inserted, Updated** or **Deleted**, the username of the specific system user - **Revision By**, when - **Revision Date**, including the time and the **Title** of the exemplar which has been amended.

These search results can be used to view data that has been added, changed or deleted:

Inserted	Updated	Deleted	Revision By	Revision Date	Title	Given Name	Family Name
Yes	No	No	TAYLOC05	02/01/2009 15:58:49	Contact Record	Ryan	Bronrwe
Yes	No	No	TAYLOC05	02/01/2009 15:58:19	Person	Ryan	Bronrwe
Yes	No	No	TAYLOC05	02/01/2009 15:07:53	Form Instance : Referral and Information Record	Emma	Brownne
No	Yes	No	TAYLOC05	02/01/2009 15:04:43	Contact Referral	Emma	Brownne
Yes	No	No	TAYLOC05	02/01/2009 15:02:14	Contact Record	Emma	Brownne
Yes	No	No	TAYLOC05	02/01/2009 14:59:58	Person	Emma	Brownne

Double click on an item to view details of the amendment

The results display in the following way:



Contact Record

Family Name: Bronwe
Given Name: Ryan
Added by TAYLOC05 on 02/01/2009 15:58:49

Sr. No.	List of Changes
1	ChildContactEventID From: (Not set) To: 7652af7b-db1a-4426-804e-730c93b261a0
2	Created On From: 1/2/2009 3:58:49 PM To: 1/2/2009 3:02:14 PM
3	Tick if the child/person is aware of contact From: (Not set) To: No
4	Tick if parent(s)/carer(s) is/are aware of contact From: (Not set) To: No
5	Person Details <ul style="list-style-type: none">Family Name From: (Not set) To: BronweGiven Name From: (Not set) To: RyanChosen Family Name From: (Not set) To: BronweChosen Given Name From: (Not set) To: RyanGender From: NotSpecified To: MaleDate of Birth From: (Not set) To: 1/23/1999

Ready Version 4.1.3224.24395 http://KENT568W3/CCSEnterpriseApplicationService_upg | 8 of 16 chars

Note: any text can be copied from the **Audit Details** screen by highlighting the relevant text using the mouse and pressing **Ctrl+C** on the keyboard - this can then be pasted into any application using **Ctrl+V**