

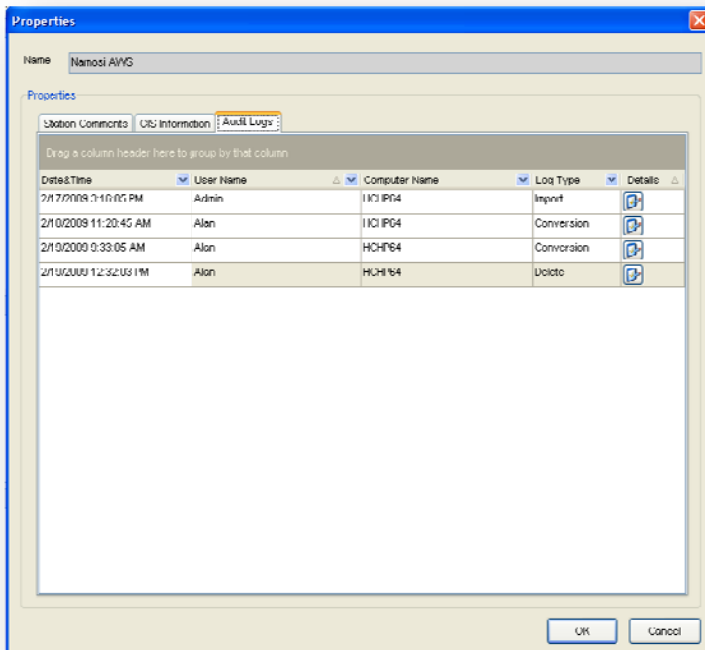
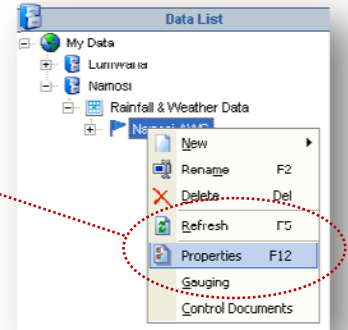
Audit Trail

It is inevitable that critical records within your databases will get modified or deleted from time to time. If the database system has more than one user, the frequency of these events increases exponentially. With Audit Trail, DataSight has incorporated a solution for monitoring and recording changes to a database, such as when data has been imported or modified or when data has been deleted by a user. Essentially, Audit Trail is a record which tracks and displays who has accessed and edited data, from which computer system, and what operations the user has performed at that time.

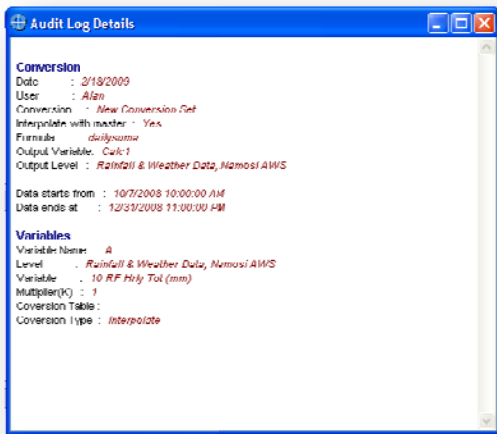
This information can be displayed under **Level 3 Properties** as an **Audit Log**.

Audit Logs

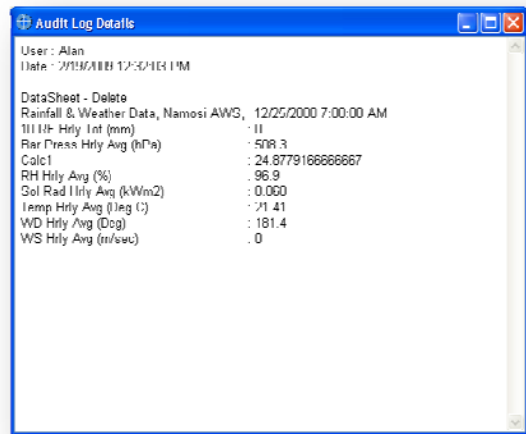
The Audit Logs tab displays information related to changes to Level 3 data, such as imports, conversions (using the Conversion tool) and when data is deleted.



As you can see, the Audit Log records the date and time of the event, the user who was logged in to DataSight at the time, the Computer the user was using, and the type of activity that user completed. The Audit Log also records details for the event, including any related variables, conversions, etc. If you click the **Details** icon for a specific event a window detailing the activity is displayed in the 'Audit Log Details' window. This can be useful when attempting to recover lost or accidentally deleted data, as full details of the data are retained, such as those shown below, and these can be copied to the clipboard.

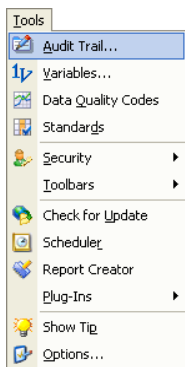


Conversion log details: conversion and variable details of a conversion completed within the datasheet.

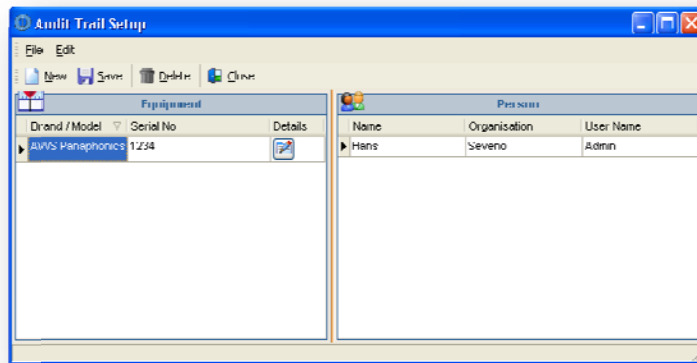


Delete log details: data deleted from datasheet, including variables and their individual attributes.

Setting up Audit Trail



Before the Audit Trail can begin recording details for imported data and for data entered manually, all the equipment and personnel/user details must first be loaded into Audit Trail Setup. To access Audit Trail Setup in DataSight, select the **Tools** menu and click on **Audit Trail...**



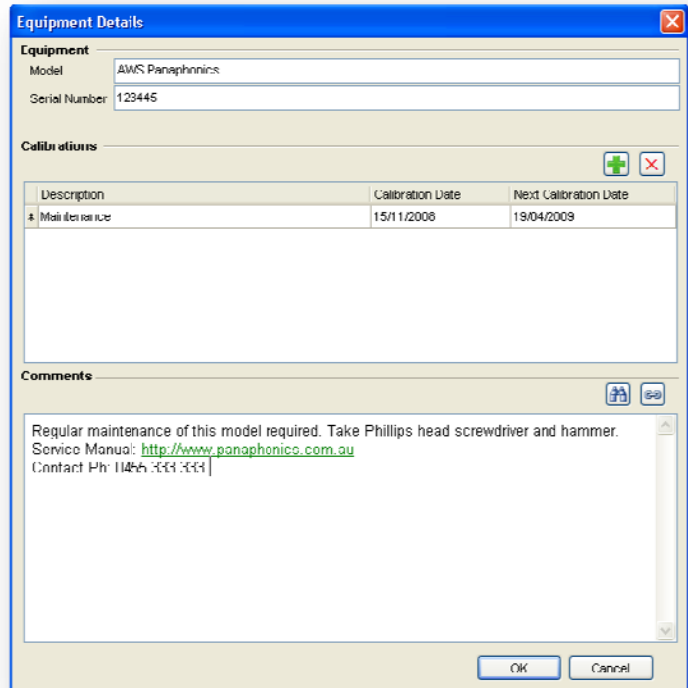
From this window you can click **New** to create **New Equipment** records, detailing the *Brand/Model* and *Serial No.*, and **New Person** records, entering the *Name*, *Organisation* and *User Name* details. You can also edit and/or delete current equipment or people within the Audit Trail. The person and equipment information is now available to attach to data when it is being imported and when data is being entered into a datasheet using Manual Data Entry.

Calibration



The **Details** button next to each of the Equipment can be used to add any calibration details required for the equipment, such as servicing and maintenance, along with any comments.

Click the Details button and an **Equipment Details** window will open allowing you to edit equipment model and serial number, add and delete calibration dates, and enter any comments related to the equipment. For example, you add a link to the equipment manufacturer's internet address (once linked, press Ctrl + Left mouse click to follow the link).



The screenshot shows the 'Equipment Details' window with the following content:

Equipment

Model: AWS Panaphonics
Serial Number: 123445

Calibrations

Description	Calibration Date	Next Calibration Date
Maintenance	15/11/2008	19/04/2009

Comments

Regular maintenance of this model required. Take Phillips head screwdriver and hammer.
Service Manual: <http://www.panaphonics.com.au>
Contact Ph: 1145 333 333

Buttons: OK, Cancel

