



Search for an Audit Viewer Record – Criteria

Overview


The Maintenance and Utilization module Audit Viewer process provides the ability to view audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria page

Procedures

Search for an Audit Viewer Record – Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





Search Criteria:

Select the search criteria. Multiple search criteria can be selected; but, at least one criteria is required.

User
Identity
Field
Name
Field
Value
Program
Id

1. Select Program ID. *The **Program Id** page appears.*

OR

- Select User Identity. *The **User Identity** page appears.*

OR

- Select Field Name. *The **Field Name** page appears.*

OR

- Select Field Value. *The **Field Value** page appears.*






Search for an Audit Viewer Record – Results

Overview


The Maintenance and Utilization module Audit Viewer Search Results process provides the ability to view audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *VARIOUS PROCEDURAL STEPS* >  > Audit Viewer Search Results page

Procedures

Search for an Audit Viewer Record – Results

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





Help Reference Guide

Search Criteria:

Select the search criteria. Multiple search criteria can be selected; but, at least one criteria is required.

User Identity

Field Name

Field Value

Program Id

View Current Search Criteria

<p>SELECT</p> <p>User: NICOLE LAW</p> <p>Program Id: WPMAN07 - Contract</p> <p>Audit Group: TM - Team Audit Group</p> <p>Date Time: 9/23/2022 12:00:00 AM</p> <p>Tran Id: 55a8bbdd-33be-456a-94fb-bbf3009ed807</p> <p>Tran Cd: I - INSERT</p>
<p>SELECT</p> <p>User: NICOLE LAW</p> <p>Program Id: WPMAN04 - Operator Technician Add/Update/Delete</p> <p>Audit Group: TM - Team Audit Group</p> <p>Date Time: 6/24/2022 12:00:00 AM</p> <p>Tran Id: 725f1031-6fc4-4d36-8389-9324ccf9be3c</p> <p>Tran Cd: I - INSERT</p>
<p>SELECT</p> <p>User: NICOLE LAW</p> <p>Program Id: WPMAN04 - Operator Technician Add/Update/Delete</p> <p>Audit Group: TM - Team Audit Group</p> <p>Date Time: 6/24/2022 12:00:00 AM</p> <p>Tran Id: cf102115-c6e8-4ada-9a41-2ef97cef844e</p> <p>Tran Cd: I - INSERT</p>

1. Verify the Search Criteria grid.
 - A. Select Program Id. The **Program Id** grid appears.
 - OR
 - Select User Identity. The **User Identity** grid appears.
 - OR
 - Select Field Name. The **Field Name** grid appears.
 - OR



Select Field Value. The **Field Value** grid appears.

- B. Select **View Current Search Criteria**. The **Audit Viewer Criteria** grid appears with the current criteria.

The screenshot displays a search criteria configuration window. It includes sections for 'User Identities' (with a trash icon and 'NMLAW'), 'Field Names', 'Values', and 'Programs'. The 'Search Dates' section contains two date pickers: '* From Date:' with the value '05/24/2017' and '* To Date:' with the value '6/13/2023'. At the bottom, there are three buttons: 'Add Criteria', 'Preview', and 'Search'.

2. Verify the Search Results.

- A. Click the Select hyperlink of the desired entry. The **Selected Audit Display** pop-up window appears.





Select an Audit Viewer Program Id

Overview

The Maintenance and Utilization module Audit Viewer Program Id selection process provides the ability to select Program Id audit records to view.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > desired criteria > Audit Viewer Program Id page

Procedures

Select an Audit Viewer Program Id

Selecting **Back** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Enter the Select Program Name, or use the hyperlink to select a Program Name. *This is a 1250 alphanumeric character field.*
2. Select **Continue**. The **Audit Viewer Criteria** page appears with the selected program name in the criteria grid.





Select an Audit Viewer User Identity

Overview

The Maintenance and Utilization module Audit Viewer User Identity selection process provides the ability to select a user to view their associated audit records.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > desired criteria > Audit Viewer User Identity page

Procedures

Select an Audit Viewer User Identity

Selecting **Back** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Enter the User Identity in the field provided. *This is a 1250 alphanumeric character field.*
2. Select **Continue**. The **Audit Viewer Criteria** page appears with the selected program name in the criteria grid.





Select an Audit Viewer Field Name

Overview

The Maintenance and Utilization module Audit Viewer Field Name selection process provides the ability to select a field name to view specific audit records.

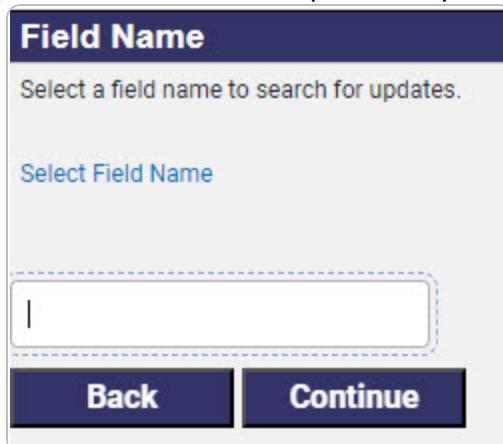
Navigation

Inquiries > History > Audit Viewer > Search Criteria > desired criteria > Audit Viewer Field Name page

Procedures

Select an Audit Viewer Field Name

Selecting **Back** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Enter the Select Field Name, or use the hyperlink to select a Field Name. *This is a 1250 alphanumeric character field.*
2. Select **Continue**. The **Audit Viewer Criteria** page appears with the selected field name in the criteria grid.





Select an Audit Viewer Field Value

Overview

The Maintenance and Utilization module Audit Viewer Field Value selection process provides the ability to select a field value to view associated audit records.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > desired criteria > Audit Viewer Field Value page

Procedures

Select an Audit Viewer Field Value

Selecting **Back** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Enter the Field Value in the field provided. *This is a 1250 alphanumeric character field.*
2. Select **Continue**. The **Audit Viewer Criteria** page appears with the selected program name in the criteria grid.





Enter the Audit Viewer Criteria

Overview

The Maintenance and Utilization module Audit Viewer process provides the ability to view audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Criteria page

Procedures

Enter the Audit Viewer Criteria

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. **Bold** numbered steps are required.*





User Identities

Field Names

Values

Programs

wpman49

Search Dates

* **From Date:**

* **To Date**

Add Criteria **Preview**

Note

Select to remove selected criteria.

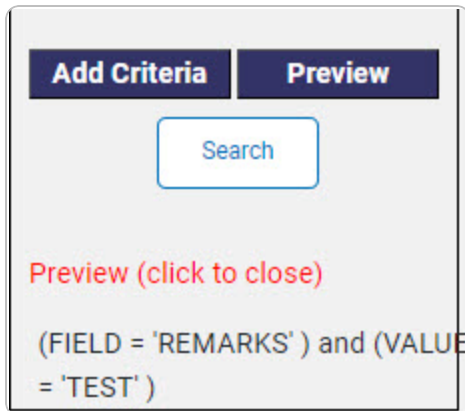
1. *Verify the Search Dates.*
 - A. Use to select the From Date, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use to select the To Date, or enter the date (MM/DD/YYYY) in the field provided.

Select **Add Criteria**. The **Audit Viewer Search** page appears.
- 2.



OR

Select **Preview**. The selected criteria appears below.



The screenshot shows a preview window with a dark blue header containing two buttons: "Add Criteria" and "Preview". Below these buttons is a white "Search" button. The main content area of the window displays the text "Preview (click to close)" in red, followed by the search criteria "(FIELD = 'REMARKS') and (VALUE = 'TEST')".

3. Select **Search**. The **Audit Viewer Search Results** page appears.





View the Audit Viewer Record Details

Overview

The Audit Viewer Selected Audit Display process provides the ability to view the selected audit details.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *VARIOUS PROCEDURAL STEPS* > > Select hyperlink > Selected Audit Display pop-up window

Procedures

View the Audit Viewer Record Details

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Selecting at any point of this procedure removes all revisions and closes the page.





Selected Audit Display



[Show All Details](#) | [Hide All Details](#)

Name: Team Member

Transaction Id: 068701bd-9358-4238-bcb6-ae946d03fdbb
User: NICOLE LAW

Transaction Date: 6/1/2023
Transaction Code: 1 - INSERT

[Click For Details](#)

[Click For Record History](#)

Cancel

Note



Select [Show All Details](#) to display all detail records or [Hide All Details](#) to hide all detail records.

1. Verify the Selected Audit Display grid.



A. Select [Click For Details](#). The details grid appears.


Name: Team Member

Transaction Id:068701bd-9358-4238-bcb6-ae946d03fdbb Transaction Date:6/1/2023
 User:NICOLE LAW Transaction Code:1 - INSERT

[Hide the Details](#) [Click For Record History](#)

Key Data		Audit Data	
Column	Value	Column	Before After
Actbl UIC	M000AA	Cost Center	
Maint Activity	SHOP OFFICE 1	Deleted	0
Operator/Technician Code	B	DSN phone number	
Operator/Technician Id	123456RGTY	E-Mail Address	DONOTREPLY@LEIDOS.COM
Site Id	SAT-4	History Remarks	
UIC	M00002	Labor Rate	0.00
		Location	
		Mobile phone number	
		Pgm Id	WPMAN04
		Phone Nbr	
		Remarks	
		Team Member First Name	TESS
		Team Member Last Name	TEST
		Tour of duty	

Note



Column and Value fields populate based on the selected audit record.

- a. Verify the Key Data grid.
- b. Verify the Audit Data grid.

B. Select [Click For Record History](#). The **Related History** pop-up window appears.



Navigate the Selected Audit Display Records

<p>SELECT User: NICOLE LAW Program Id: WPMAN04 - Operator Technician Add/Update/Delete Audit Group: TM - Team Audit Group Date Time: 7/7/2022 12:00:00 AM Tran Id: 1cce98a4-49c0-4fa2-b60f-86eacb096784 Tran Cd: U - UPDATE</p>	
<p>SELECT User: NICOLE LAW Program Id: WPMAN09 - Work Plan Detail Add/Update/Delete Audit Group: WP - Work Plan Audit Group Date Time: 2/14/2022 12:00:00 AM Tran Id: 7436c428-88c3-4877-99d5-5d7350517031 Tran Cd: D - DELETE</p>	
<p>SELECT User: NICOLE LAW Program Id: WPMAN04 - Operator Technician Add/Update/Delete Audit Group: TM - Team Audit Group Date Time: 6/28/2022 12:00:00 AM Tran Id: 3110fcc0-1839-492d-90e6-9f44a8ce0af2 Tran Cd: U - UPDATE</p>	
<p>SELECT User: NICOLE LAW Program Id: WPMAN07 - Contract Audit Group: TM - Team Audit Group Date Time: 5/8/2023 12:00:00 AM Tran Id: 24acc5b4-fb71-4941-8e47-32ce68df224f Tran Cd: U - UPDATE</p>	
<p>SELECT User: NICOLE LAW</p>	

Use or to move between records in the Search Results grid. *The selected record will appear in red.*

Print the Audit Record

Select . *The **Record Selected for Print** pop-up window appears.*





View the Audit Viewer Record Related History

Overview

The Audit Viewer Related History process provides the ability to view related history records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *VARIOUS PROCEDURAL*

STEPS > > Select hyperlink > > Related History pop-up window

Procedures

View the Audit Viewer Record Related History

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Selecting at any point of this procedure removes all revisions and closes the page.





Related History - Current Transaction:c66fd...

Name: Maintenance Asset Master		
Date: 3/2/2017		
Action: U - UPDATE		
Tran Id: 597df925-7f91-4591-93c8-d7e83fc3de3a		
User: NURUDEEN OBALAJA		
Column	Before	After
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U
Deleted	1	0
History Remarks	Asset disposed by OBALAJAN	Asset received by OBALAJAN
Tran Cd	D	U

1. *Verify the Related History grid.*
 - A. Select the Transaction ID hyperlink. *If details exist, the **Selected Audit Display** pop-up window appears. If details do not exist, the **Transaction ID Details** pop-up window appears.*

[Show All Details](#) | [Hide All Details](#)

No Information Found For Transaction ID: 63EA1997-1A6A-4D9C-85FE-4F06A2C0FA47

[Cancel](#)

