

# **Audit Log**

Aptean Ltd  
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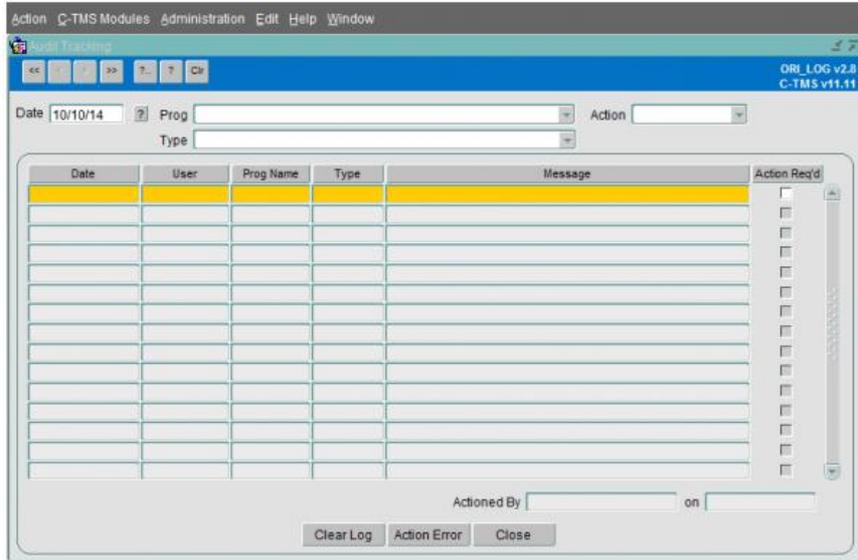
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# 1 Audit Log

The C-TMS Audit Log Screen provides the users with informational messages regarding the processes on C-TMS. C-TMS Audit Log can be accessed from the C-TMS Modules menu.

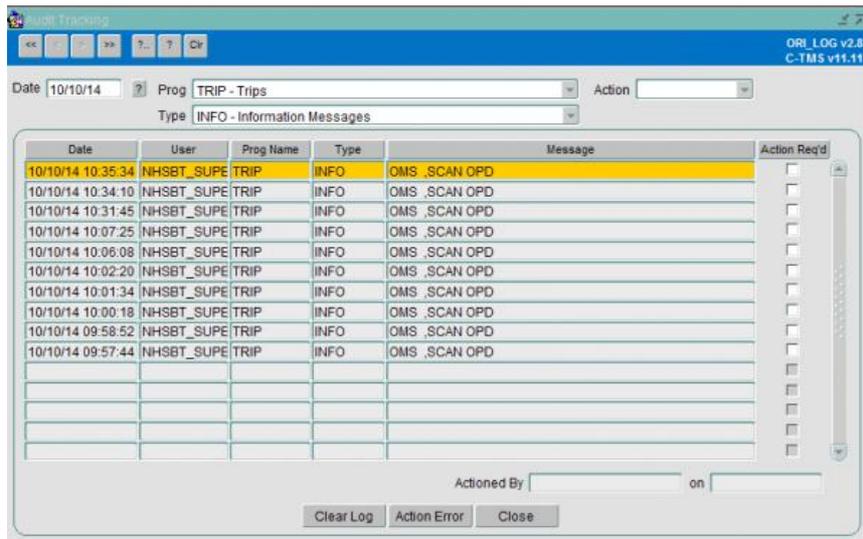
Once selected the form as shown below will be displayed.



## 1.1 Audit log search

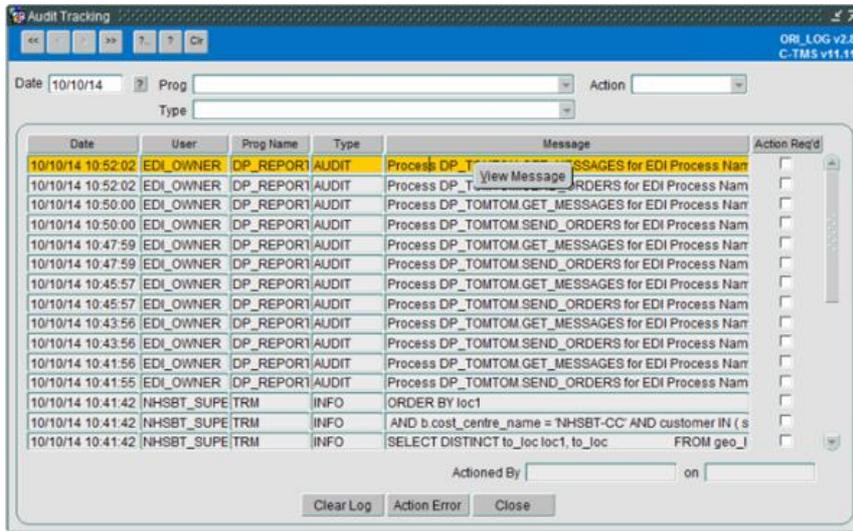
Enter the date for which you require the audit information. Click on the question mark to return the information. The information can be filtered on:

1. The program that generated the audit log
2. The type of record
3. Whether the record is actioned or un-actioned

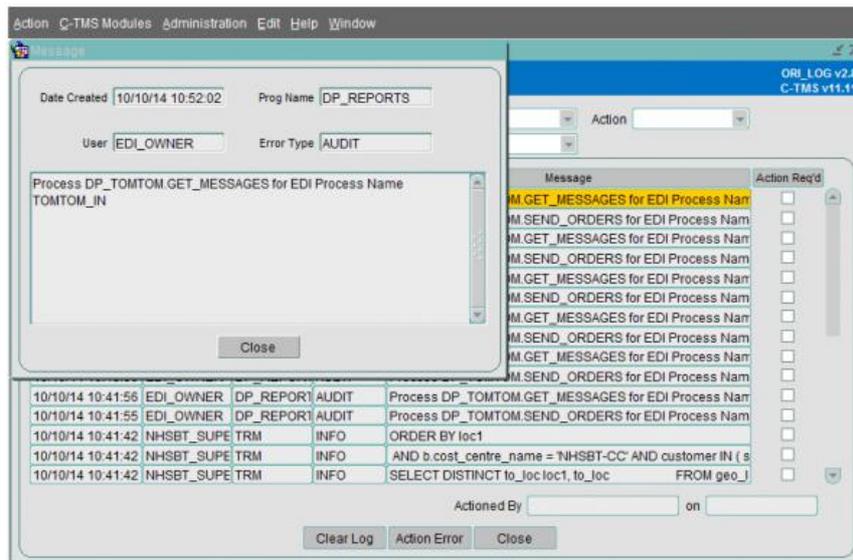


## 1.2 View Message

The message field can be scrolled to the right to view any more descriptive messages. In this case you can right click on the message and a new button **View Message** is shown as below.



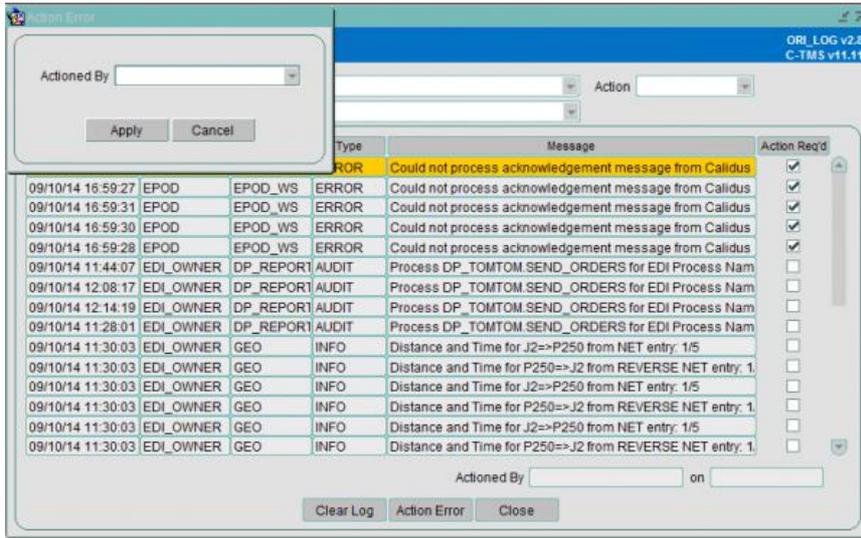
By clicking on the **View Message** button the whole message can be viewed as shown:



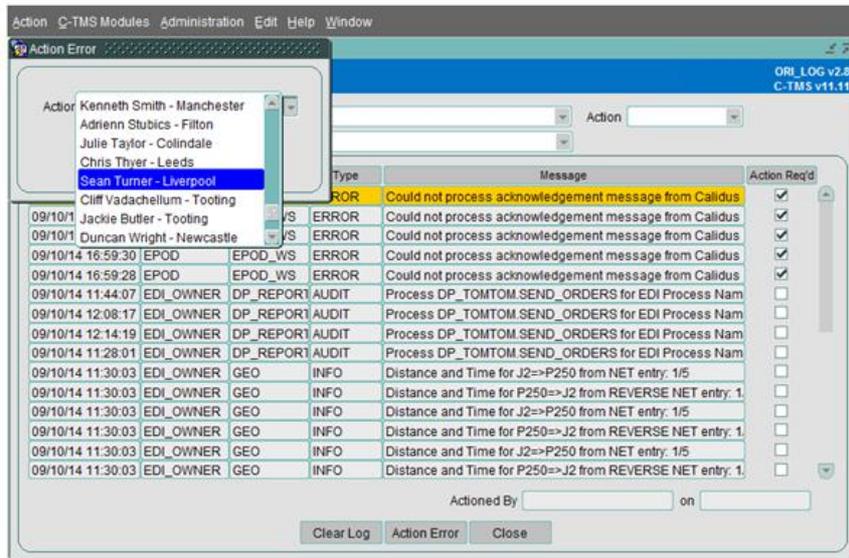
## 1.3 Action a Log message

A log message can be marked to indicate that a remedial action was taken. This is indicated by the *Action Required* checkbox being ticked. To record that you have rectified the error you click the **Action Error** button and a pop-up box appears as below:

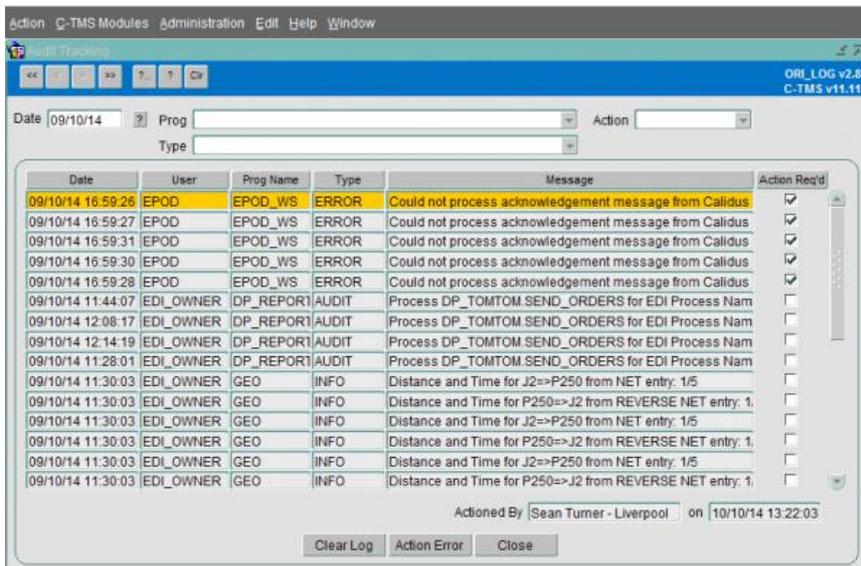




Choose the person who has actioned the error from the drop down list and press the **Apply** button.



The record is updated and the actioned by fields on the bottom right of the screen are updated:



To clear down the audit log records press the **Clear Log** button.

## 1.4 Further Configuration

The following are system parameters affecting this function:

Parameter	Description	Level
ADM_EXCLUDE_AUDIT_LOG	Processes that will be excluded from writing audit log records.	SYSTEM
ADM_EXCLUDE_PACKAGE_MSG	Packages whose adm log messages are not to be written	SYSTEM
ADM_LOG_ARC_DEL_DAYS	Number of days that ADM_LOG_ARCHIVE messages should be kept for	SYSTEM

