

Audit Log

Aptean Ltd
Copyright © 2011-2025.

Contents

1 Audit Log.....	1
1.1 Audit log search.....	1
1.2 View Message.....	2
1.3 Action a Log message.....	2
1.4 Further Configuration.....	4

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.

The screenshot shows the 'Audit Tracking' window with the title bar 'Audit Log v2.8 C-TMS v11.11'. The window contains a search bar with fields for Date (10/10/14), Program (Prog), Action, and Type. Below the search bar is a large grid table with columns: Date, User, Prog Name, Type, Message, and Action Req'd. The grid is currently empty. At the bottom of the window are buttons for 'Clear Log', 'Action Error', and 'Close'.

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

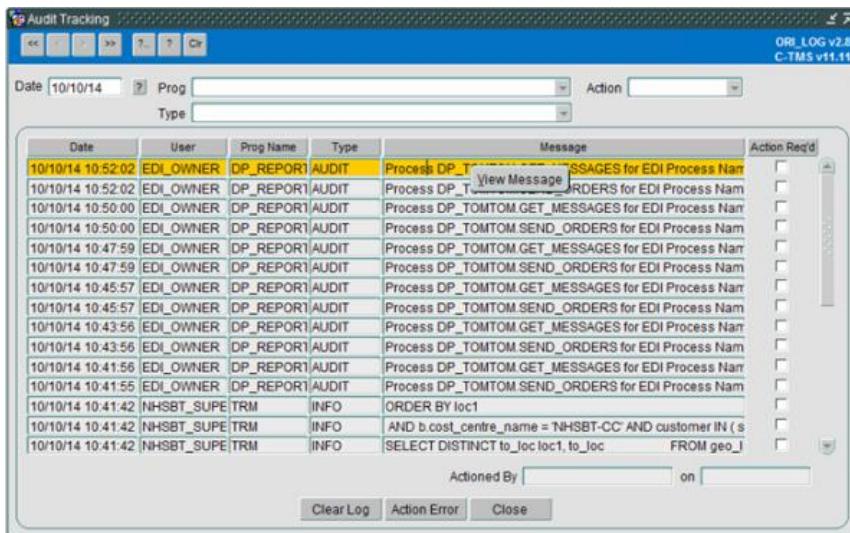
The screenshot shows the 'Audit Tracking' window with the title bar 'Audit Log v2.8 C-TMS v11.11'. The search bar now includes 'Prog' set to 'TRIP - Trips' and 'Type' set to 'INFO - Information Messages'. The grid table shows a list of audit log entries for the 'NHSBT_SUPE TRIP' program, all of which are of type 'INFO' and message 'OMS_SCAN OPD'. The first entry is highlighted. The bottom buttons are 'Clear Log', 'Action Error', and 'Close'.

Date	User	Prog Name	Type	Message	Action Req'd
10/10/14 10:35:34	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:34:10	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:31:45	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:07:25	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:06:08	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:02:20	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:01:34	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 10:00:18	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 09:58:52	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>
10/10/14 09:57:44	NHSBT_SUPE TRIP		INFO	OMS_SCAN OPD	<input type="checkbox"/>

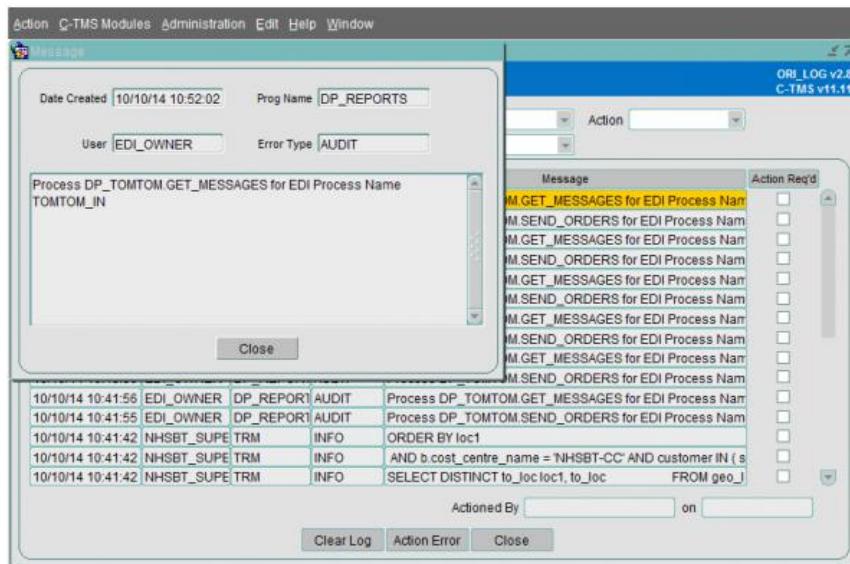


1.2 View Message

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.



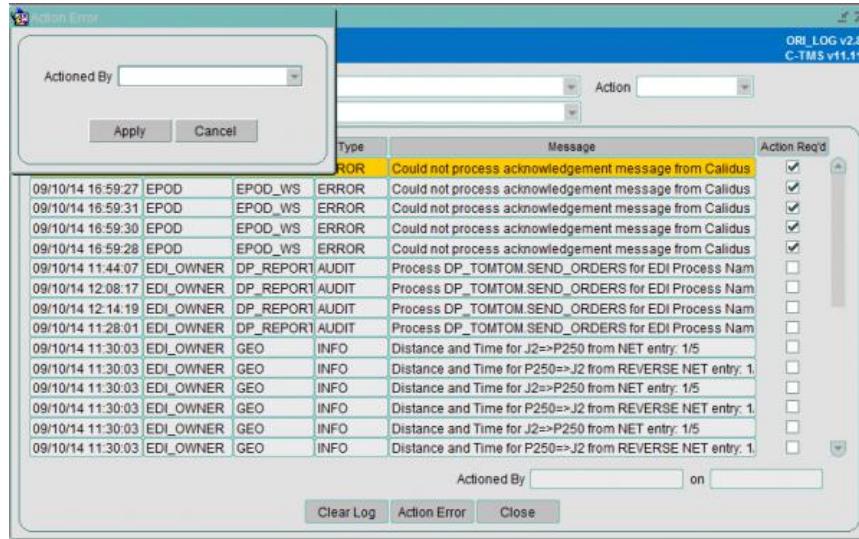
By clicking on the **View Message** button the whole message can be viewed as shown:



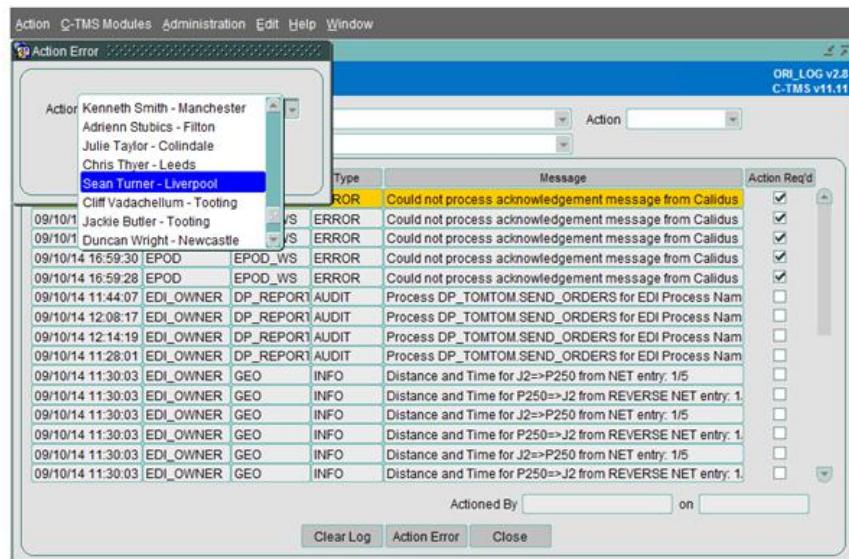
1.3 Action a Log message

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:

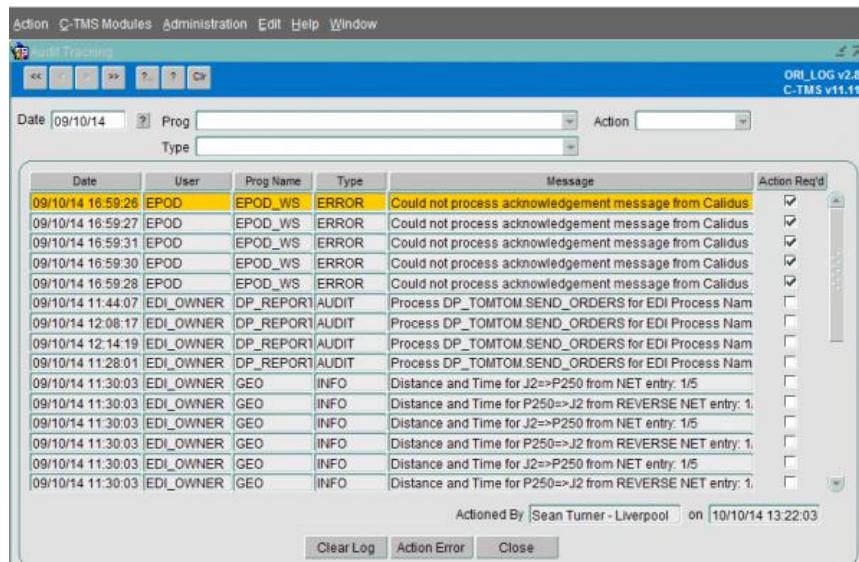




Choose the person who has actioned the error from the drop down list and press the **Apply** button.



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

