

External Reporting Resources






AUDIT REPORT

The *Audit Report* shows a range of actions that users have made during a specific date range. This report can be used to trace certain actions of individual users for audit purposes.

Set-up and access: For information on how to access or set up External Reports, please refer to the resources available on Simavita's training website at the URL below.

SQL Report Writer template file: *2594_01_Audit_Report.rdl*

Report use:

1. Select the  **Audit Report** icon to open the report.
2. Select the start date for the reporting period 
3. Select the end date for the reporting period 
4. If required, select a specific user to view their actions. Without selection, all users are selected by default 
5. If required, select a specific area of the database that a user may have interacted with (database tables). By default this shows interactions with all tables 
6. Click to generate the report

Example report:

Audit Report

Period: 24-Nov-2014 to 02-Dec-2014



Changed On	User Name	User Full Name	Table Name	Change Set
28-Nov-2014 6:14 PM	Admin		ClientADLs	ADLType: Washing and drying ClientADLID: 0 ClientID: 99 ClientName: FirstName91 LastName1
28-Nov-2014 6:14 PM	Admin		ClientADLs	ADLType: Use of toilet ClientADLID: 0 ClientID: 99 ClientName: FirstName91 LastName1



For information on how to set up external reports on your SIM™ system and additional reporting resources, please go to <http://simavita.com/training/>

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