ROCKTON software

Auditor
with E-Sign

For Dynamics GP 9.0
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Rockton Software Auditor with E-Sign

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Introduction

Rockton Software is pleased to bring Auditor with E-Sign to the Microsoft Dynamics GP community.

Auditor is a system management tool to track data changes in your Dynamics GP accounting system. Auditor answers Who changed What, When, Where, and optionally, Why. Auditor can be configured to track field-level specific changes, when new records are added, and when information is deleted from your system.

E-Sign gives you the ability to require approval for changes made to sensitive fields. The User making the change and the Approver "sign" that change by entering their Dynamics GP password. Optionally, changes can be set to require a User's signature without requiring approval.

Auditor with E-Sign also works with all 3rd party installed products which integrate with Dynamics GP, as long as the products are Dexterity based.

What's in This Manual

This manual contains the basic instructions needed for the installation and use of Rockton Software's Auditor with E-Sign. You will find instructions for:

- Installation
- Navigation
- Setting up Auditor

If you do not find the information you need in the following documentation, please contact Rockton Software (see the following page).

Symbols and Conventions

To help you use this documentation more effectively, we have included the following symbols to highlight important information:

This symbol points out suggestions and important notes that assist you in installing and using Auditor with E-Sign.

The warning symbol alerts you to situations in which you should proceed with caution. Notes highlighted with a warning symbol relate to information that affects your entire system—please read carefully!

The "OK" symbol points out helpful tips that can simplify the process and save time.

- Keyboard keys, specific buttons, file names and menu paths are shown in bold print, such as the **Move Right** button, the **OK** key or the **setup.exe** program.

- Window titles and captions are shown in quotes, such as the "Maintenance" window.

Customer Technical Support

Please contact your authorized reseller for support on this product. Or, you can contact technical support at Rockton Software by phone at (877) 476-2586 or e-mail support@rocktonsoftware.com. You can also visit www.rocktonsoftware.com for more information on Rockton products, including a Frequently Asked Questions section.

User input into improving this product or constructive feedback is greatly appreciated.

If you have registered your Rockton product, support is available depending on the support plan agreement you purchased. Your first line of support should always be your Microsoft Business Solutions reseller.

As always, technical ideas and user input is highly encouraged. At Rockton, we want to hear your input. So drop us a line whenever you feel like it. Enjoy!

System Requirements

The system requirements for installing and using Auditor follow those of Microsoft Dynamics GP. The following table lists the specific hardware and software requirements that pertain to Auditor:

Operating system	One of the following: • Windows Vista Business Edition, Ultimate Edition, or Enterprise Edition (32-bit or 64-bit) • Windows Vista Business Edition, Ultimate Edition, or Enterprise Edition with SP1 (32-bit or 64-bit) • Windows XP Professional SP2 (32-bit or 64-bit)
Processor	Intel Pentium IV 2.4 gigahertz (GHz) or higher
Available hard disk space	2 Meg in the Dynamics GP install folder; 5 Meg in the DYNAMICS database
Minimum available RAM	512 MB (1 gigabyte (GB) recommended)
Microsoft SQL Server	One of the following: • SQL Server 2008 Standard Edition, Workgroup Edition, or Express Edition • SQL Server 2005 SP2 Standard Edition, Workgroup Edition, or Express Edition • SQL Server 2000 SP4 Standard Edition or Workgroup Edition • MSDE 2000 SP4 Microsoft SQL Server Native Client
Microsoft Dynamics GP	One of the following: • Version 10 • Version 10 with SP1 • Version 10 with SP2 • Version 10 with SP3
Adobe	Adobe 8.0, 7.0, or 6.0

Installation

1. From the first computer you wish to install, copy the **Audit.cnk** file included in the downloaded or unzipped software into your local Dynamics GP installation folder.

2. Include the new chunk file code into Dynamics GP by launching Dynamics GP.

   The following message will appear: "New code must be included in the DYNAMICS.SET dictionary. Do you wish to include new code now?" Click **Yes**.

   This process will modify your DYNAMICS.SET file to include information relating to Auditor, and the **Audit.cnk** file will create a **AUDIT.DIC** file.

This completes the installation process for each workstation. If this is the first workstation in your network on which you are installing Auditor, continue with the following section.

First Workstation Instructions

If this is the first workstation on which you are installing, complete the following steps.

☑ You will need to complete these steps only once for your system. You do not need to perform these steps in each company.

1. First, complete steps 1 thru 2 from the previous section.

2. Log in as any User that has sufficient SQL Server rights to be able to create Tables and Triggers**.** This user must either be in the 'sysadmin' fixed server role or the 'db_owner' role for the DYNAMICS database and any database for which there are SQL Table audits defined.

3. Log into any company. Since Auditor maintains data at the system level, it is only necessary to install the software in one company. If you don't have a registration key, we recommend that you log into the Dynamics GP lesson company.

☑ If you are evaluating the software and do not yet have a registration key, this product will only work in the Dynamics GP lesson company. To obtain a registration key, contact Rockton Software or your authorized reseller of Dynamics GP products.

4. You will next be asked how you would like the Auditor windows to be accessed within the Dynamics GP menus. A dialog will open with the following prompt:

   Where would you like Auditor's navigation to appear? 1) do not add Auditor to any menu; I will add it myself to the Navigation Pane, or 2) on the System menu, or 3) on the Utilities menu. Choose "None" if you are unsure.

   The dialog will contain three buttons, labeled "None", "System" and "Utilities", corresponding to each of these three options, respectively. Choose the navigation option that best suits your needs.

5. Next, the Auditor Setup window will open and you will be prompted to install or upgrade. Select the Install/Upgrade option and click the Process button to launch the Install Progress dialog. Press the Finish button to complete the install.

6. If you do not yet have a registration key, you may skip this step.

   On the Auditor Setup window, choose Registration from the drop-down and click Process. The Auditor Registration window will open. Carefully enter the Registration Key and press the OK Button.

This completes the installation process for the first workstation.

Removing Auditor with E-Sign

The following steps will completely remove Auditor from both workstation and server:

1. Log in to Dynamics GP as any User that is either in the 'sysadmin' fixed server role or the 'db_owner' role for the DYNAMICS database and any database for which there are SQL Table audits defined.
2. Open the Auditor Setup window and select Uninstall Auditor from the drop-down. Then click the Process button.
3. Click OK on the message to close Dynamics GP.
4. Delete the following files from the Dynamics GP installation directory (you may not find all of these files):
   > AUDIT.DIC
   > FRMS2704.DIC
   > RPTS2704.DIC
   > Auditor ReadMe.txt
   > Auditor Manual.pdf
   > Audit.cnk

Manually uninstalling

The following steps can also be used to manually remove Auditor with E-Sign:

Manually uninstalling from a Workstation

Perform this process on each workstation where you want to remove Auditor with E-Sign.

1. Edit the Dynamics.set file (located in the Dynamics GP installation directory) to remove the Auditor entries. There are three steps to this:
   a. The first line in the file should be a number. Subtract 1 from this number.
   b. Remove these two lines:
      > 2704
      > Auditor
   c. The bottom part of the file contains several path names. Remove the ones that reference the following dictionaries:
      > AUDIT.DIC
      > FRMS2704.DIC
      > RPTS2704.DIC
2. Perform step 4, above to remove files from the Dynamics GP installation directory.

Manually uninstalling from the Server

Perform this process only if you want to completely remove Auditor with E-Sign from the system.

1. Open SQL Enterprise Manager.
2. Drop all tables in the DYNAMICS database that are named RSAxx, where xx is the table number.
3. Drop all stored procedures in the DYNAMICS database whose names start with zDP_RSAxxYYY, where xx is the table number.

Navigation

Because Auditor with E-Sign is designed to be an administrative tool, Auditor windows will only appear on the Dynamics GP menus if you are logged in as 'sa' or 'DYNSA'. With the exception of the system administrator, it is unnecessary for users to navigate to any features of Auditor.

When you install Auditor with E-Sign, you will be offered three options from which to access its windows. You can choose to install on the System Setup menu, or the Utilities menu, or not to install to any menus at all. If you choose the latter option, you can add any window to the Shortcut Bar using the procedure described below:

- Open the Shortcut Bar
- From the Shortcut Bar, press the **Add** button. Choose **Other Window…** from the drop down.
- Select Auditor in the Add Window Shortcut window. Navigate to the window that you want to access and then press the **Add** button.
- Press the **Done** button.

Backup and Restore

All Auditor Setup data is stored in the DYNAMICS database. Therefore, whatever process you normally use to backup this database will also automatically backup all Auditor Setup data. Similarly, restoring this database will restore Auditor data as well.

In addition to the Setup data, there may be some SQL Triggers on other databases. These would only be present if you have chosen to define SQL Table Audits on tables in databases other than the DYNAMICS database. If you have chosen to do this, then you should backup those databases as well.

An Overview of Auditor

Auditor has three methods for tracking data changes in Dynamics GP: by Window, by Table and by SQL Table. The Window method is the easiest to use, while the Table and SQL Table methods are more technical in nature. Try auditing your system using the Window method first. If you cannot accomplish your auditing goals from the Window method, then try the Table or SQL Table method. At any time you can contact Rockton Software or your reseller for assistance.

The Window method allows you to "point and click" on different screens or windows in Dynamics GP. By using a wizard, you can simply open a window and click on the fields you wish to audit. Auditor will collect the technical information for you, and begin auditing your selections.

The Table method allows database administrators to monitor table operations in Dynamics GP. When a record is added, deleted, or modified, you can track who changed what on the record. An understanding of database structures in recommended for using this method.

The SQL Table method also allows database administrators to monitor table operations in Dynamics GP. However, in addition to auditing Dynamics GP tables, you can also audit Inserts, Updates and Deletes that occur in any table in any database on the SQL Server instance where Dynamics GP and Auditor are currently installed.

All audits are tracked by a Record Key, which is usually the primary piece of information that tracks what has changed. For instance, if you are auditing employee information from the Payroll setup window, the Employee ID would be the Record Key. If the Employee Name changed, you would want to know for which employee the name changed, and that would be indicated by the Record Key. You can choose which fields on a window or table to use for the Record Key. However, for tables, only the fields in the Primary Key will be included as part of the Record Key field in the Audit Log

For Table and SQL Table Audits, you can optionally select additional "reference" fields to show on a particular Audit. For instance, when adding or deleting an Employee record you might want to display the Employee's full name and Social Security Number. Any field in the table being audited can be selected as a Reference Field.

An audit is a logging of a change. When a field changes, you can either "Audit" that field or you can "Audit with Note". Notes are helpful when you want users to explain why they made a data change. For instance, if you are auditing employee information, such as name, address, and status, you may want to use an audit for name and address fields, but place an Audit with Note option on the Department field. By doing this, when a user changes the Department field for an employee, they will be required to enter a note explaining the reason for the change. Notes will be tracked as part of the audit.

You may be tempted to audit everything in your system. This is not recommended. Carefully review the reasons why you want to audit data, and what, specifically, you want to audit. Because an audit is created for every field change (except for the Table method) the audit log can grow very large very fast. An extremely lengthy audit log which tracks everything is often useless to anyone.

Performance Issues with Auditing

Because Auditor has the ability to track so much information, you may want to consider that you might encounter performance limitations when using Auditor.

In general, auditing by the Window method shows a non-noticeable effect on performance and speed. Because auditing is done real-time, a small amount of processing occurs each time a user enters and exits a field. Only a very fast typist who changes several fields in rapid succession would notice any performance degradation, and this is highly unlikely to be noticed at all.

When auditing using the Table or SQL Table methods, it is unlikely that you will experience performance degradation unless using a batch process. If you are auditing a table where users are editing one record at a time using data entry screens, the effect is not noticeable. However, if you are posting a batch of transactions, and auditing each record, you may notice a slight delay in processing. For instance, if you are auditing deletes on unposted receivables transactions, and you post a batch of 100 transactions, a normal processing time of 30 seconds may be increased to 32 seconds. Again, the effect is usually not noticeable, but as the scale of auditing increases you may experience a slight degradation in performance.

Most administrative users of Auditor feel the slight performance hit offsets the value of the information being collected. Again, as mentioned above, it is recommended that you carefully choose what you want to audit and not simply "audit everything". There is a performance cost for auditing in any audit system, and you may want to monitor certain audits to determine if their speed is acceptable. In general, performance degradation will not be an issue for most users of Auditor.

About Auditor window

This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.
- Go to Help > About Microsoft Dynamics GP. From the Extras menu, choose Additional > About Auditor.
- Go to Tools > Utilities > About Auditor

Description

The About Auditor window shows the version of Auditor that you have loaded, along with the phone number to use to contact Rockton Software, and a link to our website. In addition, it also provides a convenient means of navigating to the Auditor Registration window.

Auditor Registration window

This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.

- Go to Help > About Microsoft Dynamics GP… From the Extras menu, choose Additional > About Auditor. Then choose the Register button.

- Log on as the System Administrator ('sa') and go to Tools > Setup > Auditor > Auditor Setup. From the drop-down, choose Registration and choose the Process button.

- Log on as the System Administrator ('sa') and go to Tools > Utilities > Auditor Setup. From the drop-down, choose Registration and choose the Process button.

Description

The Auditor Registration window is where you enter your Registration Key. After entering your key, just tab off the Registration Key field. If your key is valid, a "Thank You" message will be displayed. If not, you will see the words **Key is Invalid** to the right of the Expiration Date.

If you your key is invalid, first verify that you have not mistyped anything. If you received your keys in an email, it may be helpful to copy the keys from the email and paste them into the Registration Key field to avoid typing mistakes. If you still see this message, contact Rockton Support to verify that your Site Name, User Count and Dynamics GP version have not changed since you got your keys. If necessary we will generate new keys and resend them to you.

Register Rockton Products window
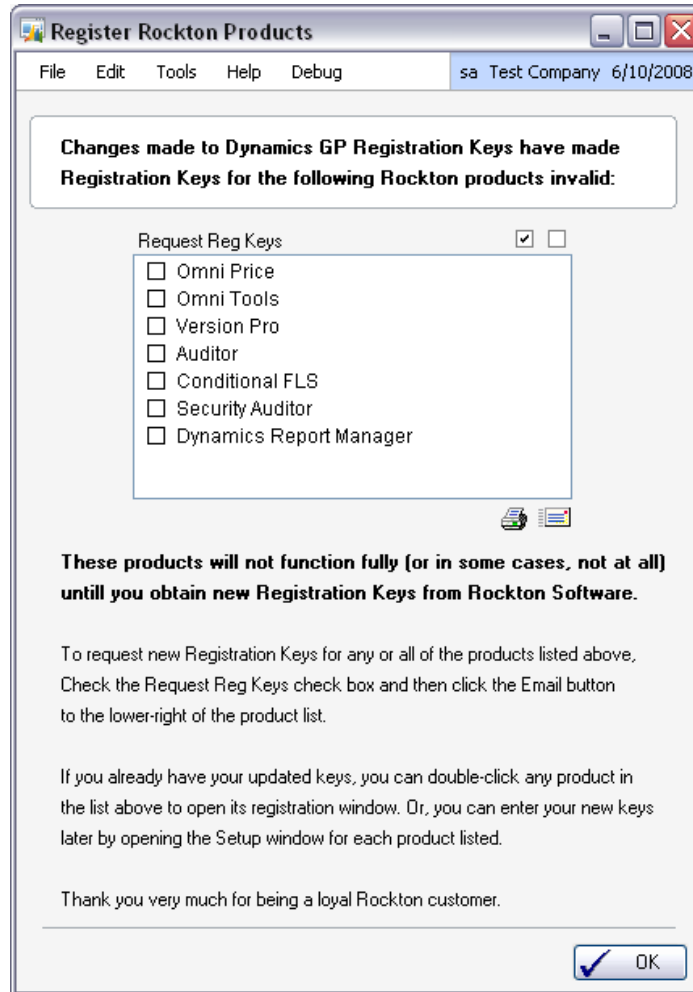
This window opens upon exiting the Dynamics GP Registration window if any Rockton products are not properly registered.

Description

Whenever you close the Dynamics GP Registration window, the registration keys for all Rockton products that you have installed will be verified. If any are found to be invalid (for instance, because the User Count or Site Name has changed since the last time the Rockton keys were updated), then this window will open automatically. The box in the center of the window will list each Rockton product that requires new registration keys,

To correct this situation, first contact Rockton Software to obtain new keys for the products listed. One convenient way to do this is to check the Request Reg Keys box for each product that requires new keys, then click the Email button ( ). This will send an email with your request to Rockton Software. Note that you must have Microsoft Outlook configured on the computer where you are sending this email.

Once you have your new Registration Keys you can enter them by double-clicking each product in the list above. This will open the Registration window for that product. Alternatively, you can print a list of the products displayed by clicking the Print button, then use this list to update the keys for each product at a later time.

Auditor Setup window

The Auditor Setup window allows you to perform setup and maintenance tasks.
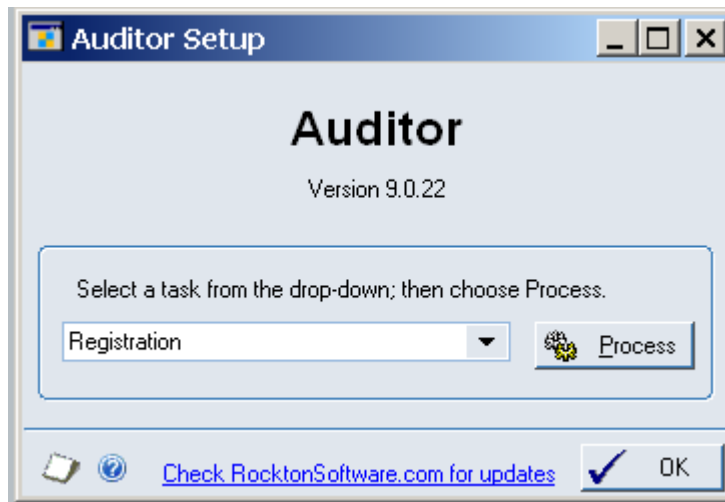
This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.
- Log on as Sys Admin ('sa') and go to Tools > Setup > Auditor > Auditor Setup.
- Log on as Sys Admin ('sa') and go to Tools > Utilities > Auditor Setup.
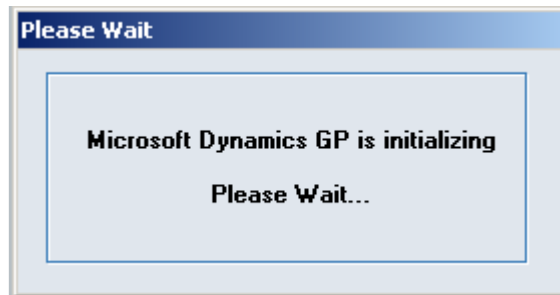
Description

The task drop-down is used to select which task you want to perform. Once you have selected a task, choose the Process button. The tasks available are described below:

Install/Upgrade Auditor	Installs or upgrades from a previous version. It also installs Smartlist objects, and will set table permissions to all users in the system database. You can perform this task multiple times. **Note:** you must be logged in as a User that is in the 'sysadmin' fixed server role or the 'db_owner' role for the DYNAMICS database and any database for which there are SQL Table audits defined.
Registration	Opens the window where you enter the registration key.
Add Smartlist Objects	If you have removed the Audits and E-sign Approvals objects from SmartList, you can add them back by performing this task.
Remove Smartlist Objects	Removes the Audits and E-Sign Approvals objects from SmartList.
System Settings	Opens the window where System Administrators and other system settings are managed.
Integrity Check	Run this process to verify the integrity of your audit setups. A report will inform you of any discrepancies.
Audit Log Maintenance	Opens the purge utility to maintain your system audit log.
Approval Log Maintenance	Opens the purge utility to maintain the Approval log.

Rebuild SQL Triggers	Drops and re-creates all SQL Triggers associated with SQL Table audits that you have defined. **Note:** you must be logged in as a User that is in the 'sysadmin' fixed server role or the 'db_owner' role for any database for which there are SQL Table audits defined.
Rebuild SQL Tables Master	Opens a window that allows you to recreate the list of tables and databases in the SQL Tables lookup on the Groups Maintenance window. From this window you can recreate the entire list from scratch, add only newly added databases and tables to the list, or add information for a specified database to the list. **Note:** only the databases to which your User ID has access will be added to this list.
Move Auditor to First Position	Moves Auditor to immediately after Dynamics GP in the Launch File.
Remove Auditor from the Launch File	Removes Auditor from the Launch File. This can be useful when troubleshooting.
Auditor Debugger	Rockton tech support may ask you to go to this window.
Uninstall Auditor	Tables will be removed from the database, the Audits object will be removed from Smartlist, and Auditor will be removed from the launch file.

Clicking the "Check RocktonSoftware.com for updates" link will take you to the Downloads web page for this product. Here you can verify that you are installing the latest build.

Please Wait window

This window opens automatically after you log into a Company in Dynamics GP.

Description

The Please Wait window opens automatically if you attempt to open any windows before Auditor has been fully initialized. Its purpose is to prevent users from doing anything in the system that might not otherwise be audited because Auditor is not yet fully active. As long as this window is open, a user cannot do anything in Dynamics GP. Once Auditor's initialization has completed, this window will close automatically.

You may find that the Please Wait window opens shortly after you log in to a Dynamics GP Company, even though you have not attempted to open any windows. This will happen if your system is configured to automatically open any windows on the login (for example, the Reminders window). Once Auditor is through initializing, the Please Wait window will close.

Group Maintenance window
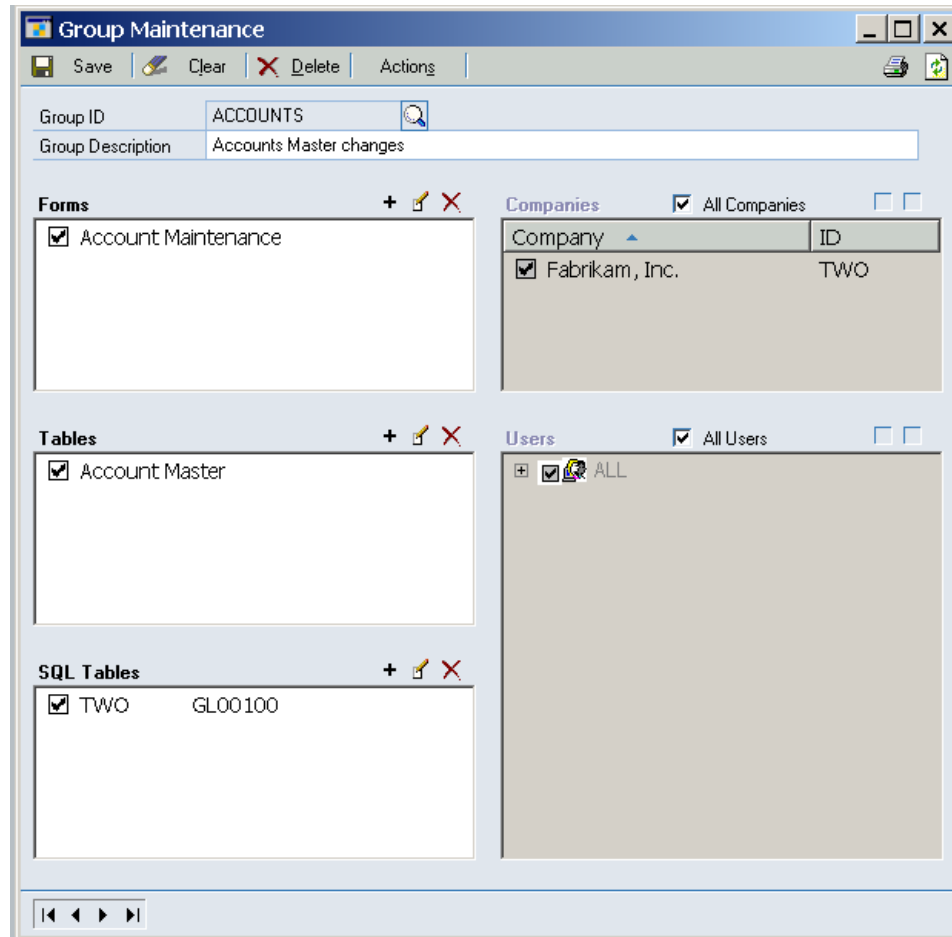
How you access this window depends upon what you opted when you installed Auditor:

- From the Shortcut Bar.
- Log on as Sys Admin ('sa') and go to Tools > Setup > Auditor > Auditor Groups.
- Log on as Sys Admin ('sa') and go to Tools > Utilities > Auditor Groups.

Description

You may want to have a Group for Receivables, and another for Payables. You can have an unlimited number of Forms or Tables in a Group. Once a Group is configured, it can be exported to a text file to be sent to another site to be Imported using this window.

Use the Add ✚ , Edit ✑ and Delete ✕ buttons to modify the Forms or Tables for a group.

The Companies and Users features limit audits in this Group to specific companies or users. By default, a new Group will work for all companies and all users. Also, Company and User information is NOT imported or exported.

A given Table or Form can belong to one and only one Group. Therefore, how a Form or Table is audited can only be set up one way across all companies and users. Auditing by SQL Table tracks changes in any table/database on the SQL server instance where Dynamics GP and Auditor are installed, including tables not related to Dynamics GP.

The Actions button has three items in its drop-list: Import Group, Export Group and Reconcile. The Reconcile option opens the same Reconcile window that you can access from the Auditor Setup window. The Import and Export options are described below.

Exporting and Importing Audit Groups

The Import Group and Export Group options on the Actions Button's drop-list allow you to save Audit Groups that you have set up and then Import them at a later time, or on another system.

To use the Export Group option, first enter or select an existing Audit Group on the Group Maintenance window. Then go to Actions > Export Group. This will open a dialog where you can choose where to save the exported Audit Group. Once you have selected the location of the exported group, and the name of the export file, click the Save button. Your group is now exported.

> **Note:** it is recommended that you keep the file extension as ".auditor" because this will help you find the Audit Group later when you attempt to import it. The Import dialog looks for files of type ".auditor" by default.

The Import Group option opens the Audit Group Import window, below.
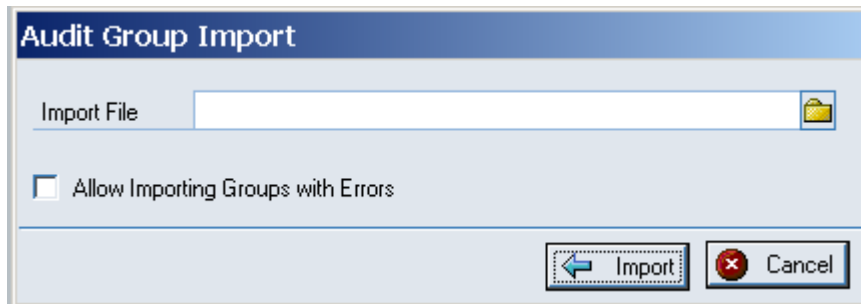

To import a previously exported Audit Group, first enter the Import File name and location, or select it by clicking on the Path button to the right of the Import File field.

Next, decide if you want to import this group whether or not it has errors in it. If you do, then mark the Allow Importing Groups with Errors check box. Otherwise leave this option unmarked.

Now click the Import button. If the group you selected does contain errors, then parts of that group may not be imported, depending upon whether or not you selected the Allow Importing Groups with Errors option. In either case, you will be given the option to view an error report. Of course, if there are no errors, then the Audit Group will be imported normally.

Auditor Form Maintenance window

Auditor Form Maintenance is where you select the fields that you want to audit, and how you want to audit them. The fields are organized by window.
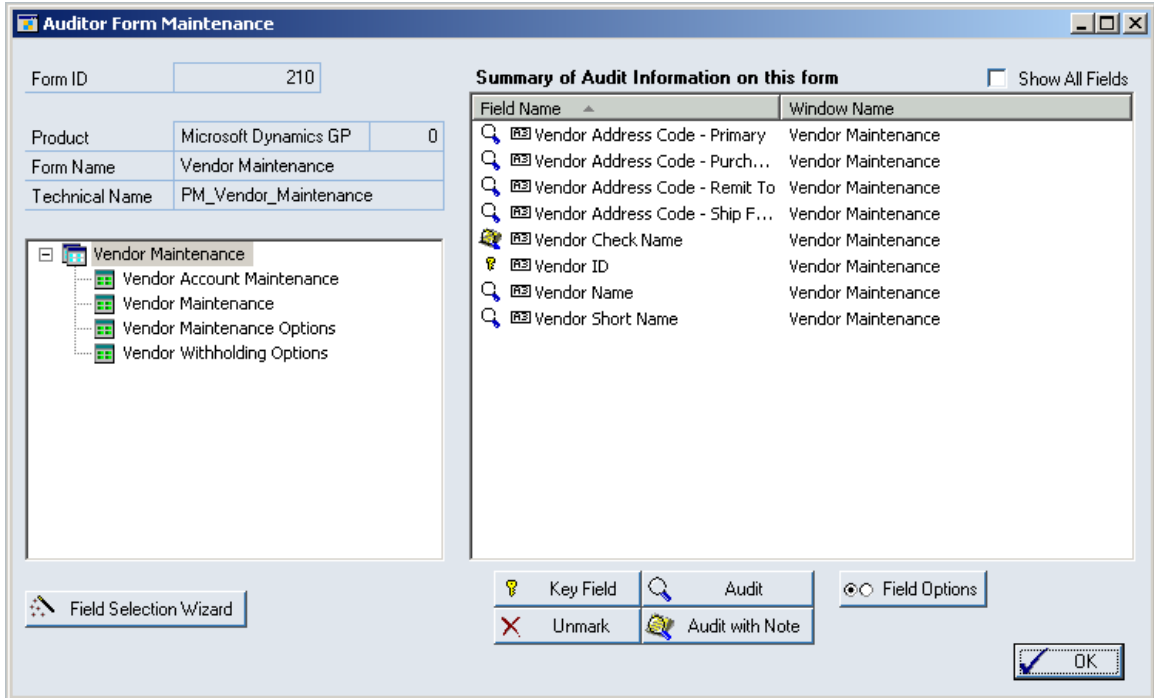

To get to this window, first open the Group Maintenance window while you are logged on using the System Administrator ('sa') account. Then double-click one of the forms listed in the **Forms** list box.

Description

A Form is a "container" for windows, and often a form contains one window with the same name as the form. When you select a Window, its fields will list on the right side. By selecting a field, you can mark that field as a Key Field, Audit, or Audit with Note. An icon will appear next to the field designating its purpose. A field can not be audited if it is a Key Field.

The easiest way to set up a window to be audited is by using the Field Selection Wizard, located at the lower left of the window. Press this button to start the Wizard.
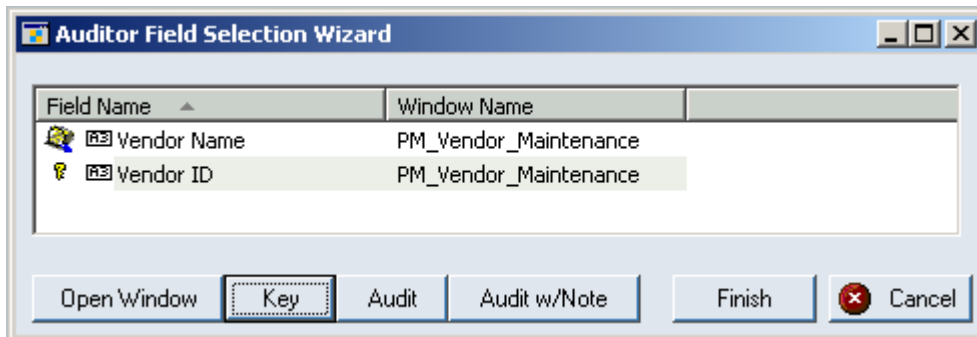
From the Wizard window, press Open Window to open the window you are Auditing.

With this window is open, press the Key, Audit, or Audit w/Note buttons to enter the "mode" of field selection. Once you are in a "mode", click on the window fields you want to set to this mode, and they will automatically collect in the Wizard window.

When you are finished, close the window. Then press the Finish button on the Wizard.

You can manually review which fields can be audited on a window by reviewing the list of fields on the right of the Auditor Form Maintenance window. The tree to the left will list the form at the top, and all of its windows beneath it. Selecting the form on the left will display all audited fields from all windows on this form on the right. Selecting a window on the left will display all fields on that window to the right, whether or not they are part of an audit.

You can choose useful options for each field that you audit. Select a field in the right list, and then press the Field Options button. The following window will appear:

The following Options are available for auditing.

Notify the System Administrators	Choose this option to send an email to each System Administrators email address (as specified in the System Setting setup window) or to update the Message Center.
Send an Email to this Alternate Address	Choose this option and specify an email address to send a specific person a notification of an audit on this field.
Use an Alternate Display Field Name	You can specify a more useful name for a field than what is defaulted in the system to appear in the Audit Log. For instance, a field may be called "User Defined 1" and in your setup that field may track "Customer Status". You can specify the alternate field name here and the Audit Log will show the alternate name instead.
Add Decimal this Many Places from the Right	Dynamics GP tracks currency fields with misleading decimal places. For instance, $98.00 might be tracked as 9800 when audited. By putting a 2 in this field, the 9800 will be recorded as 98.00.
Filter Predefined Notes to this Reason Group	Once you have Reason Groups defined, you can assign a specific group to display in Note Entry for this audit field.
Do Not Track Blank to Non-Blank Changes	It is sometimes useless to audit a field that changes from blank to a valid value, which often occurs when entering data for the first time. Use this option to exclude audits of blank to non-blank values.
Use Field Mapping	Often times lists, radio buttons, or checkboxes appear as numbers instead of useful descriptions. For instance, SOP Entry has an SOP Type that when audited appears as the numbers 1 through 5. You can map the value "1" to "Quote" and "2" to "Order" so that the audit log reflects more useful data.
Use Conditional Auditing	Choose this option to make an audit conditional. The condition listed must be true in order for an audit to occur. Specify the comparison field, the operator (equal or not equal) and the string value to compare the field to. If this expression evaluates to true during auditing, and audit will be captured.

Auditor Table Maintenance window

Auditor Table Maintenance is where you select the fields that you want to audit, and how you want to audit them. The fields are organized by table.
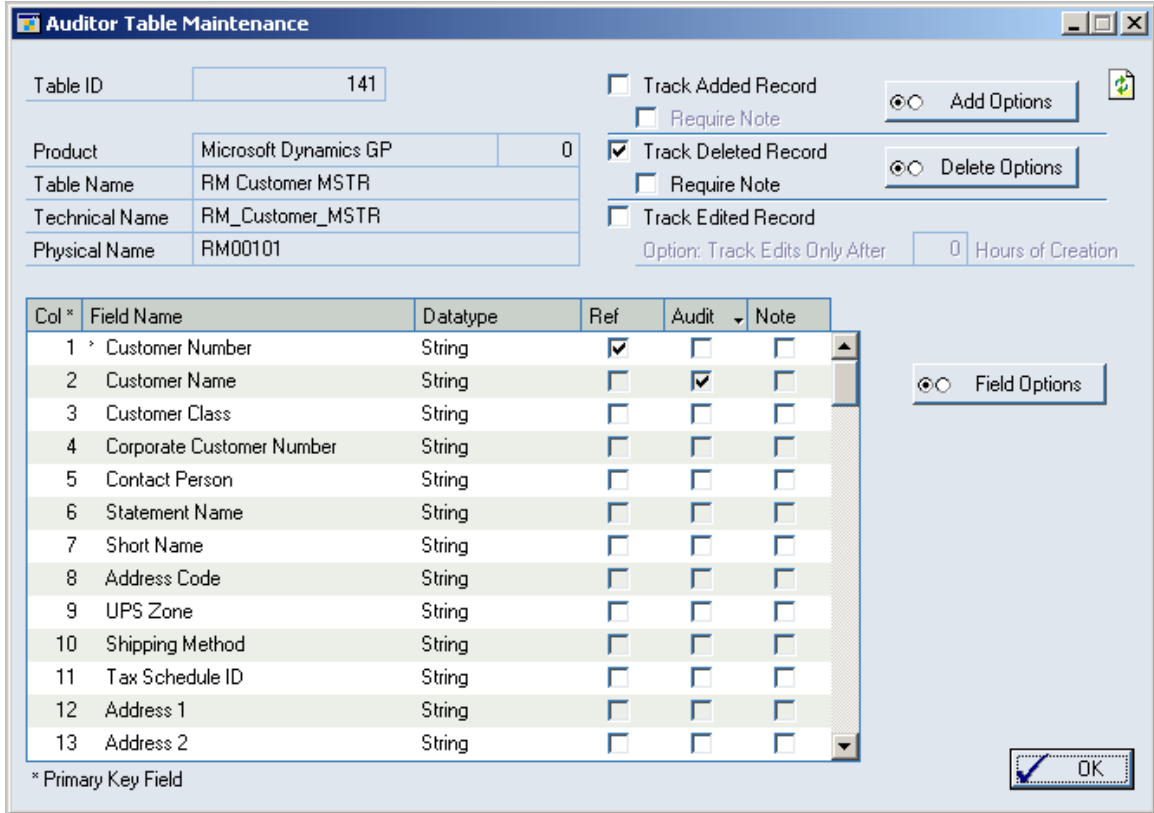
To get to this window, first open the Group Maintenance window while you are logged on using the System Administrator ('sa') account. Then double-click one of the tables listed in the **Tables** list box.

Description

You can select specific fields and/or table operations to audit. For each field selected, you may specify the same options that are available for window fields. The field list can be sorted by the column headings.

For adds or deletions from the table, you may also specify these options, as well as requiring that the user enter a Note. For changes to the table, you may specify that the audit will only take place after a certain amount of time has elapsed.

All of these options are described in the tables below:

Option	Explanation
Track Added Record	Check this option if you wish to audit when users add records to this table.
Require Note	If Track Added Record or Track Deleted Record is selected, you can require a Note to be entered for the user to explain why they added or deleted the record.
Add/Delete Options	On a table operation of Add or Delete, you can specify options on that audit, such as emailing a notification or specifying conditions on when to audit. Pressing this button will open the same Field Options window that is used above in Form Maintenance. Keep in mind some options are not valid for Additions and Deletions of records.
Track Deleted Record	Check this option to track deletions of records from this table.
Track Edited Record	Check this option to track specific field-level changes (which also must be selected in the field list below). You can also optionally choose to track edits only after a certain number of hours of adding a new record. This is useful in case you are not tracking new records, and it is likely that insignificant edits will be made in the first few hours of a new record being added.

The following options are available for each field in the field list:

Column	Explanation
Ref	Use this column checkbox to mark "Reference Fields." Reference Fields are additional pieces of information that you want to see for each audit to help identify, or just provide more information about, the record being audited. These fields will show up in the Audit Log for Adds, Edits and Deletes. Note that the fields in the table's Primary Key will always be Reference Fields.
Audit	Mark the fields for which you wish to track changes. Only the fields marked will be audited.
Note	When a field is audited, you can optionally check the Note checkbox to force a user to explain why a field was changed. Users are prompted with note entry after they modify a record if this box is checked. The user can close the note window, but they will be prompted repeatedly until they complete the notes.

When you have completed specifying what to audit, click the OK button. Auditor will now audit the tables and fields you have set up.

Also, for any given field in the list, you can choose Field Options to set up advanced auditing features. See the Field Options window as explained above with Form Maintenance for more details.

Auditor SQL Table Maintenance window

Auditor SQL Table Maintenance is where you select the fields that you want to audit, and how you want to audit them. The fields are organized by table.
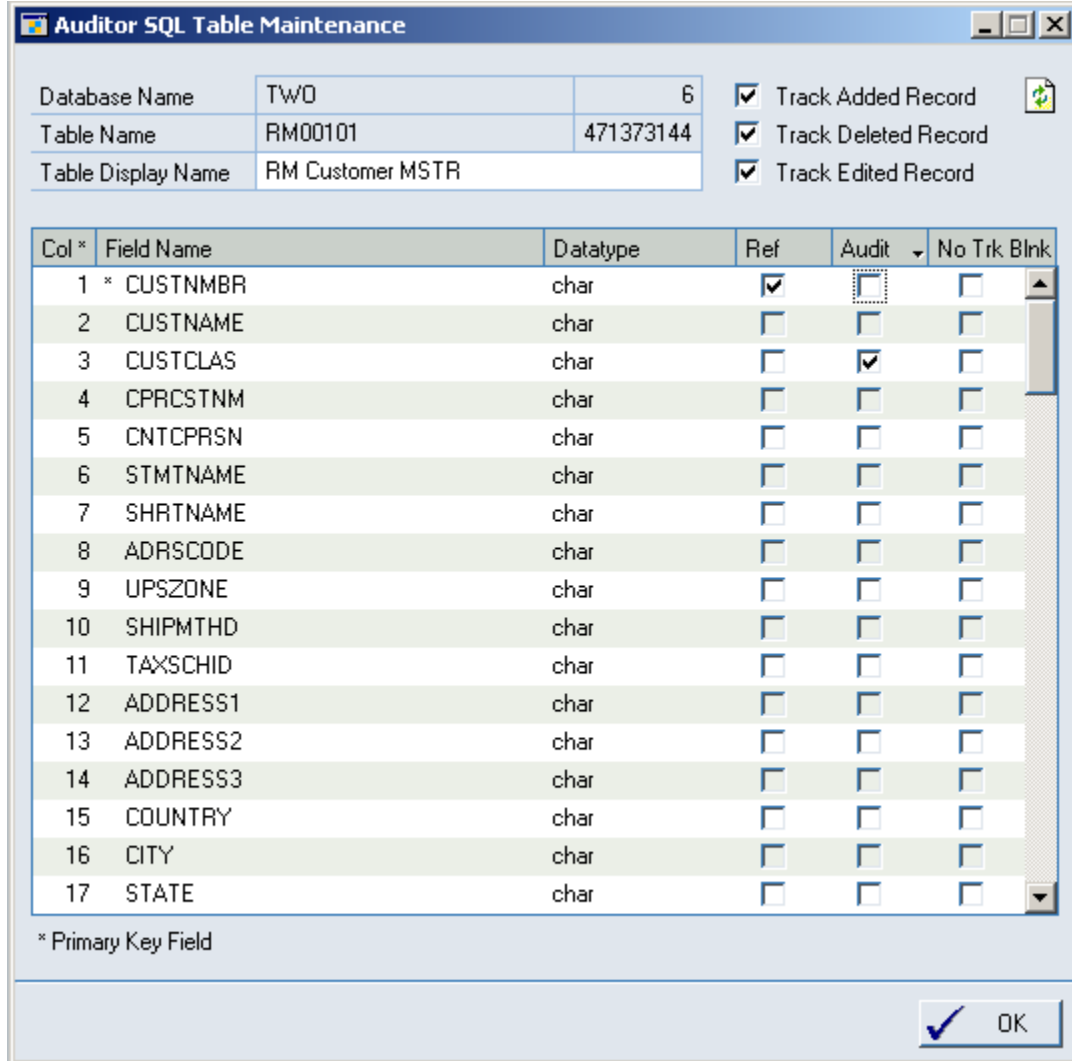
To get to this window, first open the Group Maintenance window while you are logged on using the System Administrator ('sa') account. Then double-click one of the tables listed in the **SQL Tables** list box.

Description

You can select specific fields and/or table operations to audit. You can also select whether or not you should audit if the user is changing a field from blank to some value. The field list can be sorted by the column headings.

All of these options are described in the tables below:

Option	Explanation
Track Added Record	Check this option if you wish to audit when users add records to this table.
Track Deleted Record	Check this option to track deletions of records from this table.
Track Edited Record	Check this option to track specific field-level changes (which also must be selected in the field list below).

The following options are available for each field in the field list:

Column	Explanation
Ref	Use this column checkbox to mark "Reference Fields." Reference Fields are additional pieces of information that you want to see for each audit to help identify, or just provide more information about, the record being audited. These fields will show up in the Audit Log for Adds, Edits and Deletes. Note that the fields in the table's Primary Key will always be Reference Fields.
Audit	Mark the fields for which you wish to track changes. Only the fields marked will be audited.
No Trk Blnk	It is sometimes useless to audit a field that changes from blank to a valid value, which often occurs when entering data for the first time. Use this option to exclude audits of blank to non-blank values.

When you have completed specifying what to audit, click the OK button. Auditor will now audit the tables and fields you have set up.

Required Permissions to Create SQL Table Audits

Your User ID must have sufficient rights to create database triggers on the SQL Server in order to complete the setup of a SQL Table audit. This means that the User must be in the 'sysadmin' fixed server role or it must be in the 'db_owner' role for the database on which you are attempting to create the SQL Table audit.

If you do not have sufficient rights to create the SQL trigger, then only the setup information will be saved (i.e. audits will not be logged). To complete the SQL Table audit setup, log in as a User with the previously described rights and run the 'Rebuild SQL Triggers' process from the Auditor Setup window.

System Settings window

The Auditor System Settings window allows you to manage System Administrators.
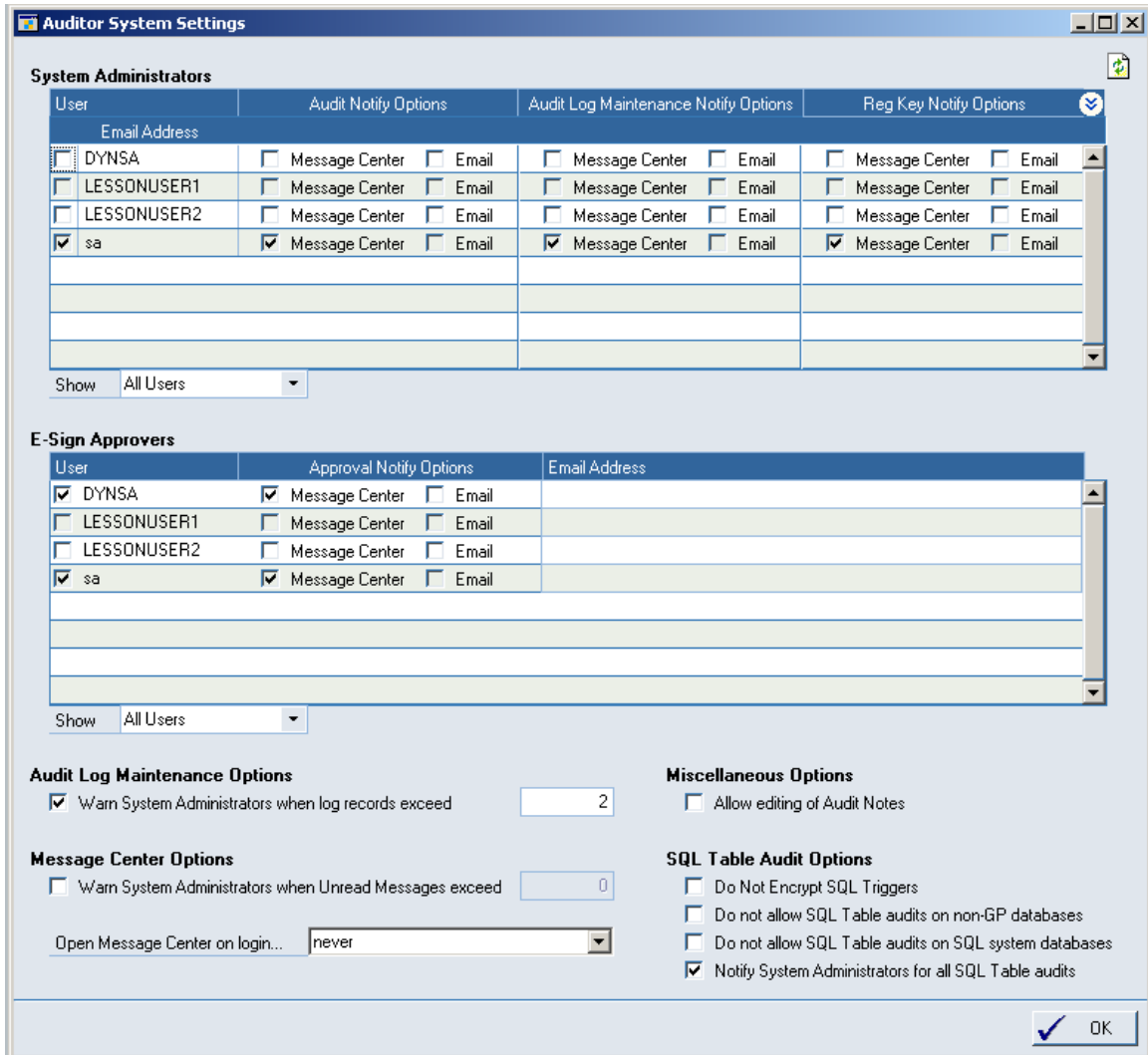
This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.
- Log on as System Admin ('sa') and go to Tools > Setup > Auditor > Auditor Setup. Then choose System Settings and then the Process button.
- Log on as System Admin ('sa') and go to Tools > Utilities > Auditor Setup. From the drop-down, choose System Settings and choose the Process button.

Description

This window lets you specify which users in your system are System Administrators and which are E-Sign Approvers. System Administrations (or "Sys Admins" for short) can optionally be notified in the Message Center or by Email when certain events occur. E-Sign Approvers are the only Users in the system that can approve or deny changes made to fields that have E-Sign Signatures assigned to them. You can select multiple Sys Admins and E-Sign Approvers. Also, it is OK for a User to be both.

Users that are Sys Admins can be notified when things of interest related to Auditor happen in the system. There are two notification options for Sys Admins: Message Center and Email. Selecting Message Center will add an item to the Auditor Message Center window for that Sys Admin. Selecting Email will send an Email to the address specified for that Sys Admn. **Note that a MAPI-enabled email client such as Microsoft Outlook must be configured on the computer where the audit occurs for the email option to work.**

Notify options are described in the following table:

Option	Explanation
Audit Notify	When you set up an audit, you have the option of notifying the Sys Admins when that particular audit happens. Selecting one of these options will notify this Sys Admin when these audits occur.
Audit Log Maintenance Notify	When the size of the Audit Log reaches the specified threshold, this Sys Admin will be notified. This notification will be sent to the Message Center only once per day for this Sys Admin.
Reg Key Notify	If, for some reason, your Auditor Registration Keys become invalid (e.g. you GP User Count changes or you had temporary keys that expired), this Sys Admin will be notified. This notification will be sent to the Message Center only once per day for this Sys Admin.

Users that are E-Sign Approvers will be allowed to approve or deny changes made by other Users to fields that have a Signature assigned to them. Specific Approvers can be assigned to individual Signatures as well. The same notification options exist as for Sys Admins,

Audit Log Maintenance Options

If you check the "Warn System Administrators when log records exceed" checkbox, enter the number of records acceptable in the log file before being notified. We recommend about 10,000 records to start with. If this option is checked, then any user marked above as a System Administrator will, upon logging into Dynamics GP, receive a warning message notifying them that the log has exceeded this limit.

Message Center Options

Checking the "Warn System Administrators when Unread Messages exceed" check box will let you specify the number of unread messages there can be in the Message Center before the Sys Admins are notified. If this option is checked, then any user marked above as a Sys Admin will, upon logging into Dynamics GP, receive a warning message notifying them that the Message Center has reached its unread message limit.

The "Open Message Center on login…" drop-down lists the options for when, or if, the Message Center should open after an Administrator logs into a Company. Options are as follows:

Option	Explanation
only when there are unread messages	The Message Center window will open only if unread messages exist for the Auditor Administrator that is logging in.
always	The Message Center window will always open after an Auditor Administrator logs into a Company.
never	The Message Center window will not open after an Auditor Administrator logs into a company.

Miscellaneous Options

"Allow editing of Audit Notes" lets users edit their notes in the Audit Inquiry window. Open the Audit Inquiry window from SmartList by double-clicking an audit. By checking this box, users can edit their notes in the future rather than being limited to Note Entry.

SQL Table Audit Options

"Do Not Encrypt SQL Triggers" may be used when working with Rockton Support. Under normal circumstances you will leave this box unchecked.

"Do not allow SQL Table audits on non-GP databases" will cause the "Rebuild SQL Tables Master" process to exclude all databases except the DYNAMICS database and all company databases used by Great Plains. These will then be the only databases that show up in the list when you attempt to add a SQL Table audit.

"Do not allow SQL Table audits on SQL system databases" will cause the "Rebuild SQL Tables Master" process to exclude the master, model and msdb databases. These databases will not show up in the list when you attempt to add a SQL Table audit.

Tables in the tempdb database will always be excluded from this list and therefore will not be available for SQL Table audits.

"Notify System Administrators for all SQL Table audits" controls whether or not a record is written to the Message Center for System Admins who have selected the Message Center Audit Notify option. This option only applies to SQL Table audits, but it should be noted that it applies to ALL SQL Table audits.

Auditor Message Center window

This is where Sys Admins and E-Sign Approvers are notified about system events.
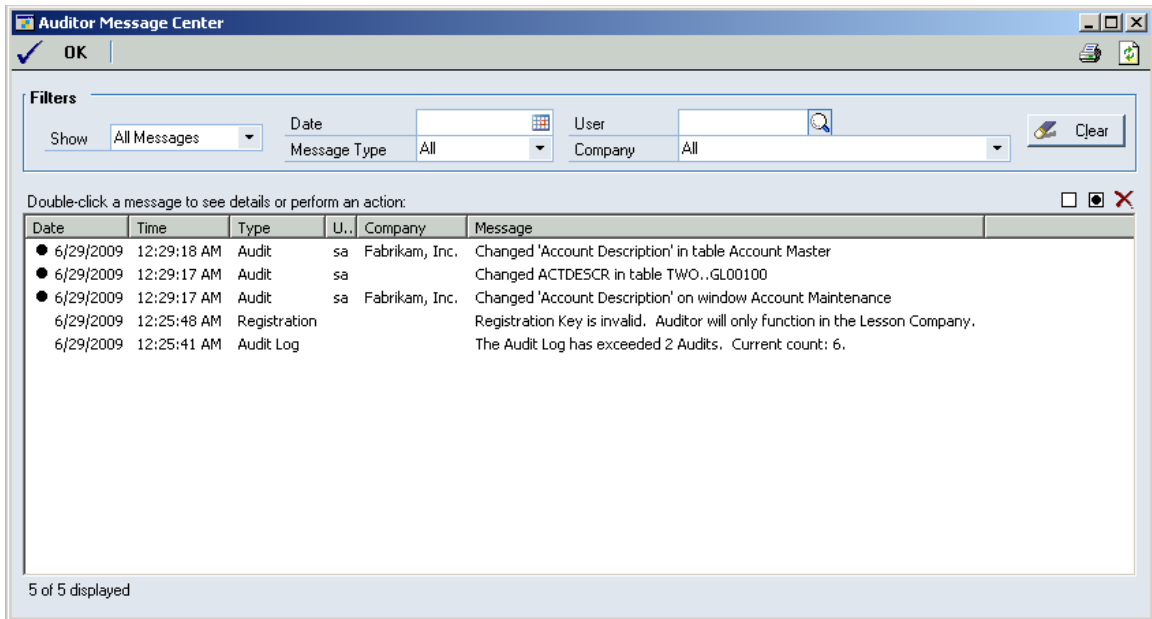
This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:
- From the Shortcut Bar.
- Log on as System Admin ('sa') and go to Tools > Setup > Auditor > Auditor > Message Center. Then choose System Settings and then the Process button.
- Log on as System Admin ('sa') and go to Tools > Utilities > Auditor > Message Center. From the drop-down, choose System Settings and choose the Process button.

Description

The Auditor Message Center shows all of the events that a Sys Admin or Approver has chosen to be notified about. Messages listed can be sorted by any column by clicking on the column heading. You can also limit which messages are displayed by selecting one of the Filters at the top of the window.

The Date and Time fields indicate when then event referred to in the message occurred.

The Type field is the Message Type. It can have one of the following values: Audit, E-Sign, Registration or Audit Log.

User indicates the User that took the action that caused this notification to be sent.

Company shows the name of the Company in which the action took place. Company only applies to Audit and E-Sign messages since the other types are system-level events, not Company-specific ones.

You can see more information or take action on a particular message by double-clicking it. The action taken when you double-click depends upon the Message Type:

Message Type	Action
Audit	Opens the Audit Inquiry window, where you can see details about the Audit selected.
E-Sign	Opens the Approval Inquiry window, where you can see details about a completed Approval. Additionally, you can also approve or deny a Pending Approval, if you are the Approver.
Audit Log	Opens the Audit Log Maintenance window where you can archive and purge the Audit Log.
Registration	Opens the Auditor Registration window where you can enter or review the Registration Keys for Auditor.

Messages that have not yet been read (by double-clicking them) will have a dot (●) to the left of the Date column. This is only for your reference and to give you the ability to filter by Read or Unread Messages. You can also mark a group of messages as read or unread by clicking the Mark buttons (□ ◉) at the upper-left of the message list. A group of messages can be deleted by clicking the Delete button (✗) at the upper left of the message list.

You can print a report of the messages displayed by clicking the Print button (). The report generated will use whatever filters you have selected in the Message Center window.

Reason Codes window

The Reason Codes window is where you set up common reasons for making system changes.
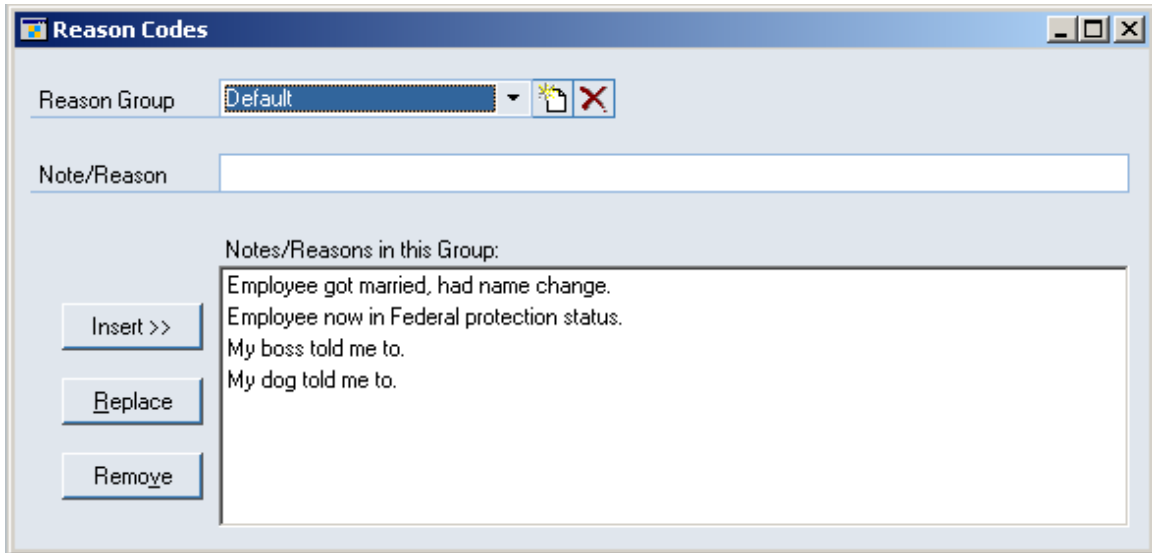
This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.
- Log on as Sys Admin ('sa') and go to Tools > Setup > Auditor > Auditor Reason Codes.
- Log on as Sys Admin ('sa') and go to Tools > Utilities > Auditor Reason Codes.

Description

Reason Codes are predefined notes that are common reasons for making changes in the system. For instance, changing an employee last name is often due to marriage or court decree. You may want to preset the reasons in a list so users can quickly choose a reason during note entry without having to type it in.

Reason Groups allow you to package several notes together and filter them on a specific audit. For instance, you may have three reasons for a name change on employees, but you may have six reasons why a credit memo was issued. The reasons that appear in one situation don't make sense in another. By grouping these two sets of reasons into two groups, you can make Note Entry and the E-Sign Approval process more useful by specific which Reason Group is to be used. This is specified in the Options for a field audit. When entering an audit note or requesting approval for a change, only those notes in the group which are related to that action will be listed.

You can create a new group by pressing the New button to the right of the Reason Group field. Likewise, you can delete a group by pressing the Delete button.

Enter a reason in the Note/Reason box, and then Insert it into the list. You can also highlight an entry in the list, then edit its text and press Replace. Finally, you can remove a specific reason by highlighting it in the list and pressing the Remove button.

Note Entry window

This window is where the User enters the reason for making any change in the system that has been set up to require a note.

This window will open automatically whenever the User makes a change to a field that has been set to Audit w/ Note. See the descriptions of the Auditor Form Maintenance and Auditor Table Maintenance windows above for more information about how to set up this type of audit.

Description

If you choose to audit a field and require a note, upon logging that audit the Note Entry window will appear. It will specify the details of the change, and instruct the user, in bold, to enter the reason that they made the change.

Pressing the Details button will show the Audit Inquiry window for more information.

The user can enter a Note or Reason by typing in freeform text into the note field, or by choosing a predefined note from the drop down list.

It is possible for users to press OK and not enter a note or reason as required. However, Auditor has a "nag" feature, and each time the user logs into Dynamics GP, un-noted audits will reappear. So the user will be forced to eventually deal with the notes, but may choose to dismiss the note entry if time or information is not available at the moment of audit.

The Note Entry window will display a status bar in the lower left explaining how many audits are left to be noted. Use the Previous and Next buttons to see different audits as applicable. When all notes are completed, press the OK button.

Audit Log Maintenance window

This window is where you can purge or archive old, unnecessary Audit Log records.
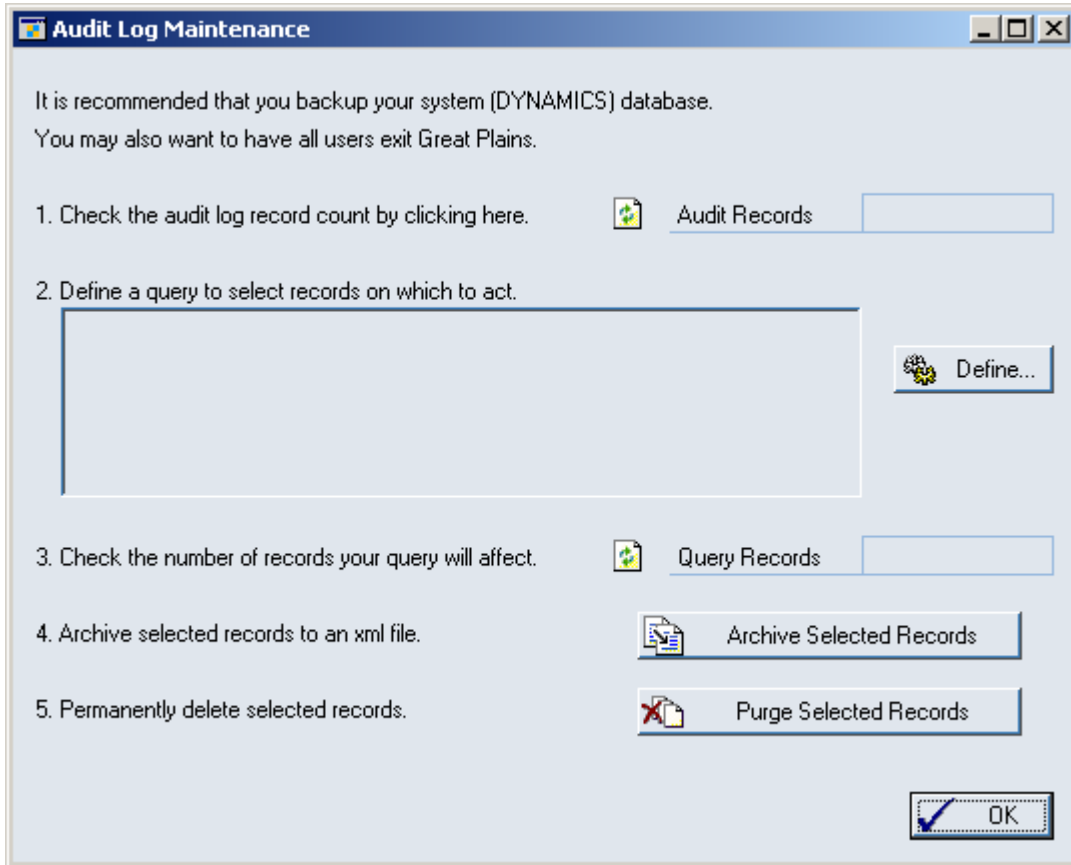
This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.
- Log on as System Admin ('sa') and go to Tools > Setup > Auditor > Auditor Setup. Then choose Audit Log Maintenance and then the Process button.
- Log on as System Admin ('sa') and go to Tools > Utilities > Auditor Setup. From the drop-down, choose Audit Log Maintenance and choose the Process button.

Description

The system Audit Log is the physical table RSAS015 in the DYNAMICS database. Over time, this log can grow quite large. You can use the System Settings panel to specify a warning to be issued to system administrators when a specified threshold is reached.
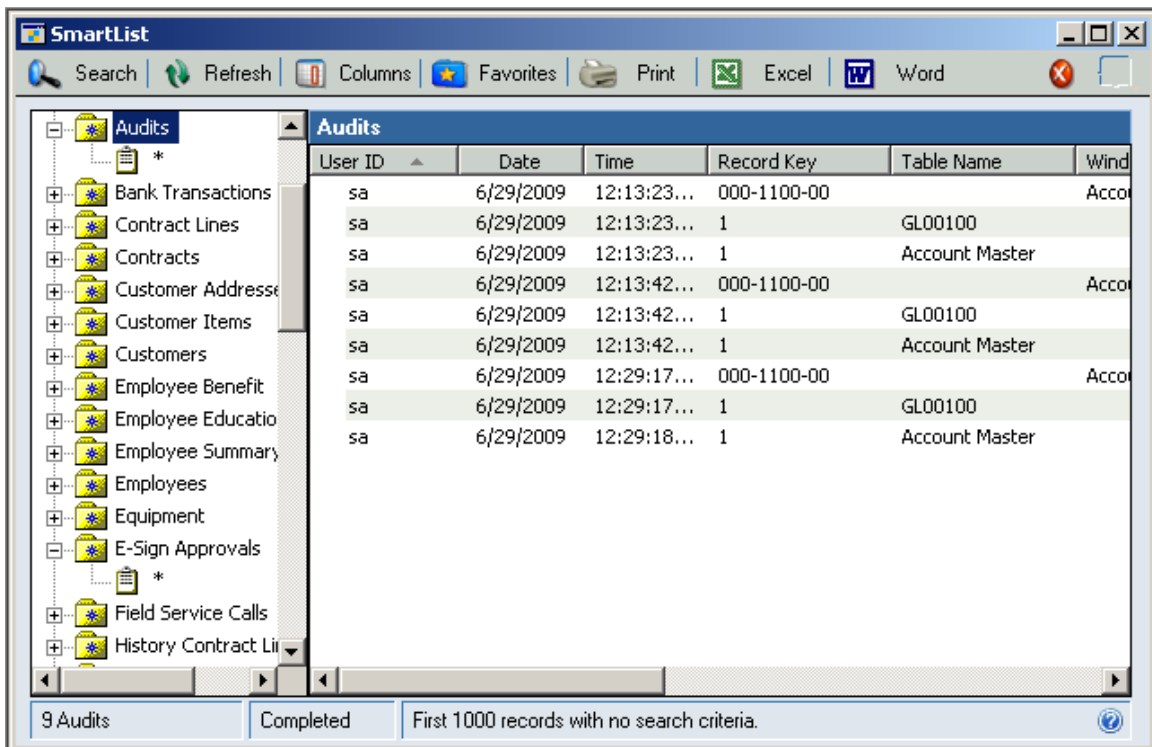
The purpose of the Log Maintenance window is to permanently archive and purge the log file. You can follow the on-screen steps in order to determine how many records are in the log file, and then define a query to select records for purging.

Pressing the Define button will open an interactive tool for defining a query to act on the log file. You can filter which records you want to archive using this tool. If you need help with this feature, please contact us or your reseller for support.

It is recommended that you export the records to xml using step 4 or performing a backup and permanent archive of the DYNAMICS database before purging the log.

Once you press Purge Selected Records, the selected records will be deleted from the log file and cannot be recovered without a proper restore.

Audit Reporting using SmartList

To get to this window, go to View > SmartList, or simply press the SmartList icon on the Microsoft Dynamics GP toolbar.

Description

All system audits are tracked in a single table in the system database, and can be reported using Smartlist. Smartlist is the only built-in way of directly viewing audits. Using the features of Smartlist, you can filter and sort your audits and export them to Word or Excel for further evaluation. You can also double-click on and Audit and the Audit Inquiry window will open giving you details about that Audit event. The Audits object appears automatically in Smartlist after the product is installed.

For more technical reporting of audits, you can access the audit table directly in SQL system by querying the table RSAS015 in the DYNAMICS database.

An Overview of E-Sign

E-Sign is an "electronic signature" function that gives you the ability to specify that changes to certain fields in the accounting system require the signature of the User making the change, and optionally, an approver's signature. Users and Approvers "sign" actions by entering their Dynamics GP password.

Setting up E-Sign requires three simple steps:

1. Select which Users will be E-Sign Approvers. This is done on the System Settings window.

2. You require a Signature or Approval for changing a field by creating an E-Sign Signature Definition (or "Signature", for short). Here you can attach a Reason Group and optionally assign specific Approvers to that field's Signature requirement.   You can also specify to which Users and Companies this Signature applies.

3. Attach the Signature to each field on each window where that requirement should be active. This is called a Signature Assignment (or "Assignment" for short). Assignments are made via a Wizard that allows you to simply open the window where you want to assign the Signature, click on the appropriate field, and then click an Assign Signature button on the Wizard window.

Repeat steps 2 and 3 for each Signature requirement that you have and E-Sign will be completely set up.

E-Sign Signature Definition Maintenance window

This is where you specify which fields will require a signature or authorization to change them.

This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.

- Log on as Sys Admin ('sa') and go to Tools > Setup > Auditor > E-Sign Signatures.

- Log on as Sys Admin ('sa') and go to Tools > Utilities > E-Sign Signatures.

Description

The E-Sign Signature Definition Maintenance window allows you to set up all of the requirements for a Signature. Here you will specify a Name and a Description that will be displayed to the User when they are asked to approve a change.

You can specify whether you want the User to give a reason why they are making a particular change with the Reason Code radio group. If you choose the Required radio button, then you must also select a Reason Group that will be presented to the User on the Approval Needed or Signature Needed windows.

If you only want the User to sign the change they are making, but do not require a separate Approver's signature as well, uncheck the Approval Required check box. If approval is required, however, then you will also need to choose a Denial Reason Group and one or more Approvers.

Assigning Approvers

When a User makes a change to a field that requires approval, they will be provided with a lookup of the applicable Approvers for that Signature. An Approver can be used only if the following criteria are met:

- They are an Assigned Approver on the Signature Definition, or 'All Approvers' is marked on the Signature Definition

    AND

- The Approver has access to the Company in which the change was made.

By default, when you setup a new Signature Definition, the 'All Approvers' check box is checked. This means that any Approver can potentially be used when this Signature is invoked, as long as the Approver has access to the Company in which the change was made. If you add new Approvers on the System Settings window, then they will automatically be available to all Signatures with 'All Approvers' checked. However, if you uncheck 'All Approvers', then you must assign specific Approvers to that Signature.

Company and User Access

You can make a Signature apply to only specific Companies or Users by unchecking 'All Companies' or 'All Users' and then selecting the Companies or Users that do apply.

Note that each Company that this Signature has access to must have at least one Approver assigned that has access to that Company. If you see the words "**No Approvers**" to the right of the Company Name then you must either select an additional Approver or remove access to this Company.

Assigning the Signature

Now that you have completed your Signature Definition, you need to tell E-Sign where the Signature should be activated. You do this by checking the Actions button at the top of the window and choosing Assignments from the drop list. This will open the Signature Assignment window, which is described later in this document.

Importing and Exporting Signature Setups

You can Export a Signature Definition and all of its associated Signature Assignments to a text file. This can then be Imported at another site or just saved as a backup. You do this by first displaying the Signature that you wish to Export and then clicking the Actions button and choosing Export from the drop list. This will create a text file with the Signature Name as the file name and ".signature" as the extension.

To Import a Signature Definition, click the Actions button and choose Import from the drop list, then browse to the location of the Signature file that you want to Import. If a Signature with the same name as the one you are trying to Import already exists in the system, you will be asked if you want to replace it.

One thing to keep in mind is that the Approver assignments, Company Access and User Access will not be Exported or Imported. If you Import a Signature, then 'All Approvers', 'All Companies' and 'All Users' will be checked.

E-Sign Signature Assignment window

This is where you tell E-Sign to which windows and fields a Signature applies.
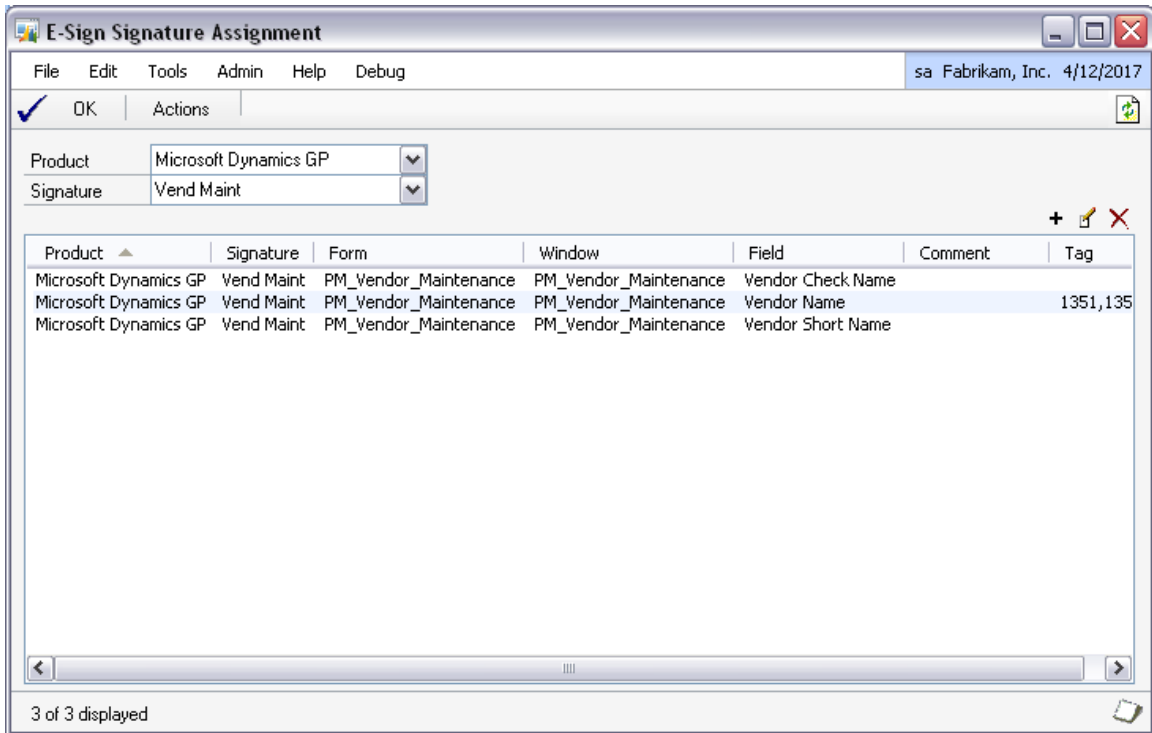
This window is accessible in one of these ways, depending upon what you opted when you first installed Auditor:

- From the Shortcut Bar.

- Open the E-Sign Signature Definition Maintenance window and click the Actions button, then choose Assignments from the drop list.

- Log on as Sys Admin ('sa') and go to Tools > Setup > Auditor > E-Sign Signature Assignments.

- Log on as Sys Admin ('sa') and go to Tools > Utilities > E-Sign Signature Assignments.

Description

The process of creating a functional Signature is not complete until you assign that Signature to each field on each window where you want that set of signature or approval requirements to be activated. The E-Sign Signature Assignment window is where you link a Signature Definition to the window fields to which it applies.

Working with Signature Assignments

The process of assigning a Signature to a window field is Wizard-based:

1. Click the Add Assignment button (**+**). This starts the Signature Assignment Wizard.
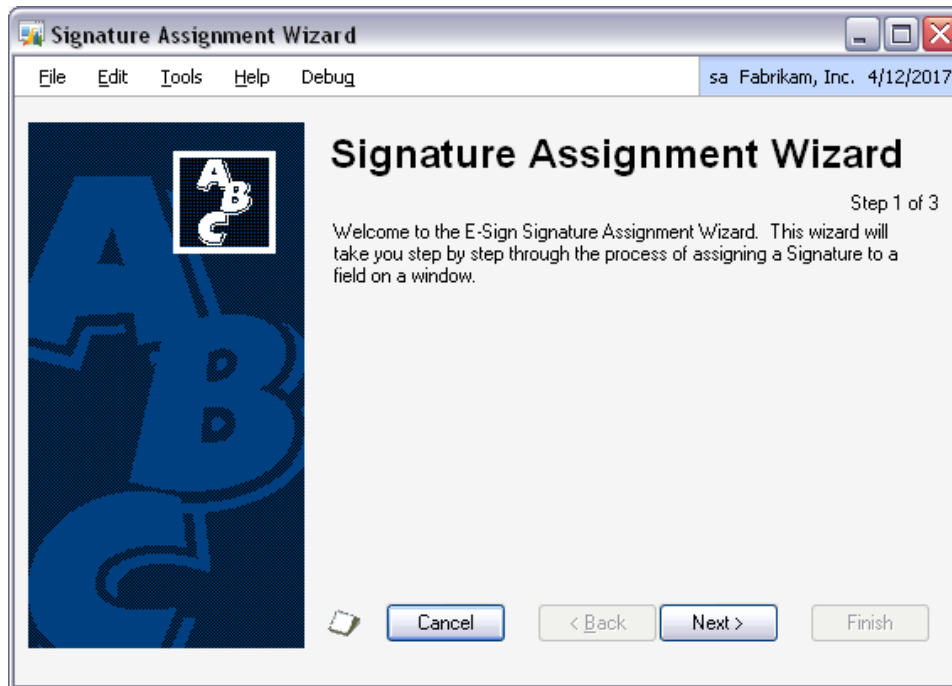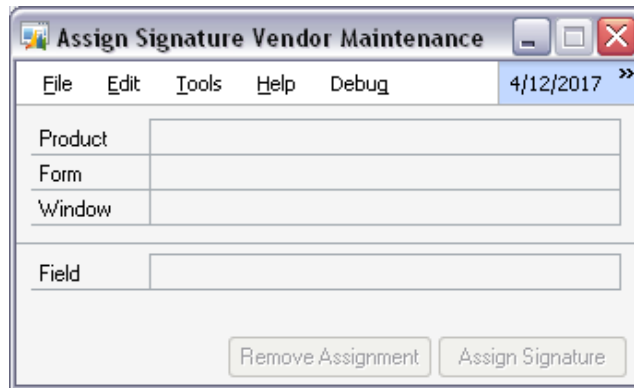

2. Click Next and you will be asked which Signature you would like to assign. Select the appropriate Signature and click Next again.

3. You will now be presented with a page of instructions for how to proceed.


4. You will also notice that the Assign Signature window opens to the lower-left.

5. Next, open the window where you would like to assign this Signature. In this example, we will open the Vendor Maintenance window by going to Cards > Purchasing > Vendor.

6. Click on the field where it should be assigned. In this case we will assign to the Check Name field. The Assign Signature window will now be populated with the information for the field on which you clicked.
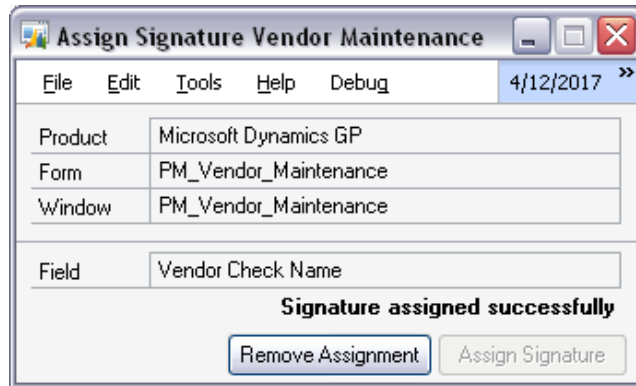
7. Finally, click the Assign Signature button. A message should appear on the window indicating that the Signature was assigned successfully. The process is now complete.

If there are other fields on this window where you would like to assign this Signature, then simply repeat steps 6 and 7. If there are other windows where you would like to assign this Signature, then repeat steps 5 through 7.

To remove an assignment, highlight it in the list and then click the Delete button (✕).

You can make also changes to an Assignment by highlighting it in the list and clicking the Edit button (✎). This will open a window where you can change the Form, Window or Field Name manually. Typically, we do not recommend using this window, however you may be asked to do so by Rockton Support.

The Actions button contains options for manually registering and unregistering the triggers that enable the Signature Assignments. Again, this is not something that you would normally need to do unless requested by Rockton Support.

E-Sign Approval Needed window

This is where a User requests approval for a change that they have made.

This window opens automatically when a User makes a change to a window field that has a Signature assigned to it.

Description

This window will open after a User makes a change to a field that has a Signature Assignment, if the Signature Definition has the Approval Required option set. The User making the change is called the Requestor. The Requestor must complete the Approval process or click Cancel before they can proceed. If the Requestor clicks Cancel, the change will be undone.

Enter or select the Requestor's GP User ID in the Requestor field. This field will be defaulted to the User that is currently logged in, however this can be over-ridden. This may be necessary if the Requestor is making the change while logged in as another GP User.

Next, enter the GP User Password for the Requestor.

Enter the Reason for why the change is being made. This field may or may not be required, or may even be disabled, depending upon what was chosen on the Signature Definition. You can type a reason into this field, or select one from the drop-down list.

Enter or select an Approver for this change in the Approver field. Choosing the lookup will give you a list of all valid Approvers for this Signature.

The Approval Process

There are two options for obtaining approval for a system change. The simplest option is to click the Approve button. This will open the Approver Password window so that the Approver you have selected can enter their password at your computer. Once the Approver has entered their password, the Approval process is complete.

The simple method is only useful, of course, if the Approver can physically come to the Requestor's location. However, if this is not possible or convenient, then there is another option. If an Approver is currently logged into Dynamics GP, you can submit an approval request to that Approver by clicking the Submit button. This will give the Approver the ability to approve or deny the request at his or her own desk.

Clicking the Submit button will put the approval in a status of Pending and the Requestor will see this in the status area in the lower-left corner of the window. This will automatically open the E-Sign Pending Approval Requests window on the Approver's computer. Here, they can approve or deny this request, or any other outstanding (Pending) requests. A more detailed description of the E-Sign Pending Approval Requests window follows later in this document.

Once that Approver has approved or denied the request, the status area on the E-Sign Approval Needed window on the Requestor's computer will reflect this result automatically. Also, if the request was denied, then a pop-up message will display the reason that the Approver entered for denying the request.

The Requestor can now click OK to complete the Approval process. If the request was denied, then the original change that the user made will be undone.

It should also be noted that while a submitted request is awaiting completion, the Requestor can cancel that request by clicking the Cancel button. This will remove it from the E-Sign Pending Approval Requests window on the Approver's computer.

E-Sign Signature Needed window

This is where a User enters their Signature for a change that they have made.

This window opens automatically when a User makes a change to a window field that has a Signature assigned to it.

Description

Similar to the E-Sign Approval Needed window previously discussed, this window will open after a User makes a change to a field that has a Signature Assignment. However this window will open if the Signature Definition does not have the Approval Required option set.

Enter or select the Requestor's GP User ID and Password, and optionally the Reason for why the change is being made. Then click OK. Clicking Cancel will undo the change that the Requestor made.

E-Sign Pending Approval Requests window

This is where you can see changes that have been approved or denied for a window.
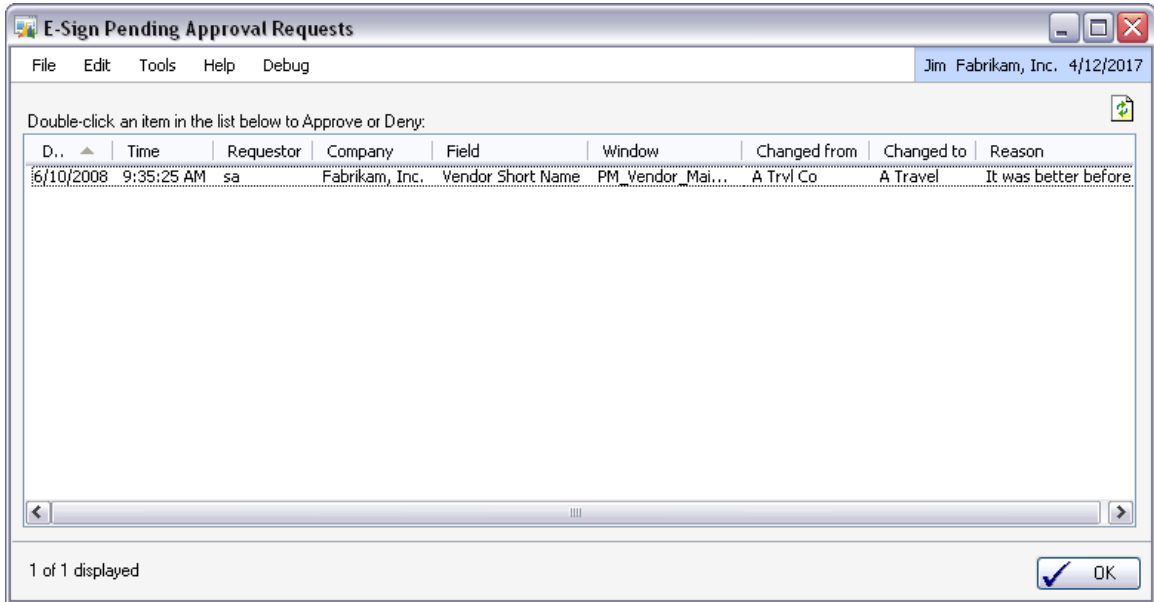
This window will open automatically for Approvers that have pending approval requests.

Description

This window opens automatically on an Approver's computer when a Requestor submits an approval request. If an Approver sees this window, he or she should try to approve or deny the pending request immediately if possible, because the Requestor cannot proceed until the request has been completed. For this reason, though this window can be closed temporarily by clicking the OK button, it will continue to be opened automatically until all pending requests are completed.

To complete a pending request, double-click it. This will open the Approval Inquiry window. On this window, you will see details of the request as well as an Approve button and a Deny button. The approver must choose one of these buttons and enter their password to complete the request. If they are denying the request, then they must also enter a reason for why they are doing so.

E-Sign Approvals window

This is where you can see changes that have been approved or denied for a window.
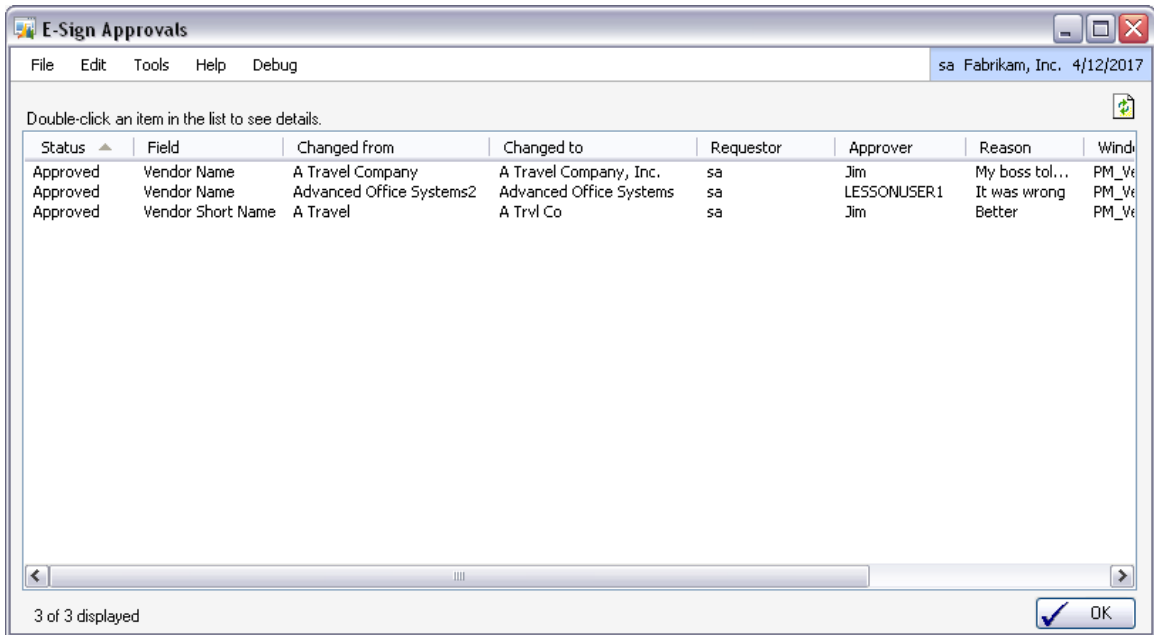
From a window that has had completed approvals, go to Additional > View E-Sign Approvals.

Description

This is where you can view all changes that have been approved or denied for a window. If there has not been any E-Sign activity for a given window, then the Additional menu option will not be available.

You can see details of a particular approval or denial by double-clicking it.

Appendix A

Audit Group Export File Format

The Group Maintenance window provides an Export capability that will create a text file containing the setup information for that Audit Group. This file can then be used to import this Audit Group information at this same or another site.

Note: Some data elements in the Export file contain the Database Name. So if you plan to Export into a different company, then you will need to edit this file and change all references to the Database Name to the appropriate value.

Each record in the Export file contains one data element, so there are no delimiters. The following diagram describes the general layout of the Export file:

```
< Group Definition >
        < Group Master Definition: RSAS019 >

< Group Table Master Definition: RSAS023 >

[ Table Definitions – one set per Table Audit ]
        < Table Master Definition: RSAS001 >
        < Table Primary Key Master Definition: RSAS009 >
        < Table Field Master Definition: RSAS002 >
        < Field Options Master Definition: RSAS024 >
        < Field Mappings Master Definition: RSAS025 >

< Group SQL Table Master Definition: RSAS028 >

[ SQL Table Definitions – one set per SQL Table Audit ]
        < SQL Table Master Definition: RSAS026 >
        < SQL Table Primary Key Master Definition: RSAS029 >
        < SQL Table Column Master Definition: RSAS027 >

< Group Form Master Definition: RSAS022 >

[ Form Definitions – one set per Form Audit ]
        < Form Master Definition: RSAS011 >
        < Window Field Master Definition: RSAS010 >
        < Field Options Master Definition: RSAS024 >
        < Field Mappings Master Definition: RSAS016 >
```

Table definitions (enclosed in < > in the above diagram) will have the following format:

```
Table Name
Number of Fields
Number of Records
Field Name { one per Field in this Table }

[ Record Data – one set per record in this Table ]
        Field Value { one per Field in this Table }
```

Appendix B

Audit Log Archive XML Format

The Audit Log Maintenance window provides an archive capability that will create an XML file containing the information in the Audit Log Master (RSAS015) table. The following is the format of that file:

<CompanyID>	CMPANYID
<ProductID>	PRODID
<ProductName>	PRODNAME
<AuditType>	RSA_Audit_Type
<FieldNote>	RSA_CB_Field_Note
<Date>	RSA_Date
<EventID>	RSA_Event_ID
<EventType>	RSA_Event_Type
<FieldName>	RSA_Field_Name
<FieldNote>	RSA_Field_Note
<NewValue>	RSA_Field_Value_String
<OldValue>	RSA_Field_Value_StrOld
<FormID>	RSA_Form_ID
<FormName>	RSA_Form_Name
<FormTechName>	RSA_Form_Technical_Name
<RecordKey>	RSA_Record_Key_String
<TableID>	RSA_Table_ID
<TableName>	RSA_Table_Name
<TablePhysName>	RSA_Table_Physical_Name
<TableTechName>	RSA_Table_Technical_Name
<Time>	RSA_Time
<WindowName>	RSA_Window_Name
<WindowTechName>	RSA_Window_Technical_Nam
<UserID>	USERID