



Audit Plug-in for FormArtist WorkFlow

FactSheet

Overview

With our optional Audit capability you can track all changes made to any fields within a form.

- Who made that change (Quask Portal ID and authenticated System User ID)
- Date and time of the field change
- What the field value was before they made the change
- What the field was changed to

Enabling Audit Tracking

By default, all forms are Audit enabled. If the system administrator decides that the Audit capability is not required, then it can be disabled. This has the advantage of reducing database storage requirements and system load.

How Audit works with Authentication

Audit will always track changes based on the email address of the person accessing the form. However, if you enable Form Level Authentication then the form will authenticate the user before the form is accessed. This system user ID is then recorded as part of the audit process.

If someone is already logged on to the system using Active Directory or NTLM, then the user will not have to physically log on but the user ID will still be recorded.

This screenshot shows how each field has been edited and by which user.

Welcome, Roberta Chang!
(rchang@qlaptop.com)

FormArtist WorkFlow
ADMINISTRATOR MODE

Forms Persons Positions Locations Instances Templates Trace Log Tracker Log Off

Form Instance

Form: YRN Application
Person ID: Respondent Unknown
Action: Form Submission
Email: kopper@qlaptop.com

Permission: Stage: Level: Quask Instance ID: 7069dd106740c97b
Login: Locked: No No
Reference: Lisa Koppe

Full Created: 07/02/2006 10:37:54
Last: 07/02/2006 13:44:59

Filter: Person: Field name: -All-
Sort: Field name: AuditDateTime+Page+TabOrder

Form instance audit

15 Records Found, Page 1 of 1

Date & Time	Login	Person (email & name)	Page name	Field name	Tab order	Before	After
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Internet Usage Policy	17		I agree to abide by the Company Internet Usage Policy
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	NT Login ID	11		lkoppe
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Name	8		Lisa Koppe
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Manager Email	15		rchang@qlaptop.com
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Manager's Name	14		Roberta Chang
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Division	13		Sales
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Email	7		lkoppe@qlaptop.com
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Text Input Reason	42		---Describe purpose of the request---
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	StaffEmail	16		mrichards@qlaptop.com
07/02/2006 10:37:55	lkoppe@qlaptop.com	(Respondent Unknown)	Employee	Date_employee	6		20060207
07/02/2006 10:41:54	rchang@qlaptop.com	(Roberta Chang)	Employee	D_Man	45		20060207
07/02/2006 10:41:54	rchang@qlaptop.com	(Roberta Chang)	Employee	Approved	26		Approved
07/02/2006 10:42:39	mrichards@qlaptop.com	(Mike Richards)	Employee	Complete tick box	40		Complete
07/02/2006 10:42:39	mrichards@qlaptop.com	(Mike Richards)	Employee	D_IT	48		20060207
07/02/2006 10:42:39	mrichards@qlaptop.com	(Mike Richards)	IT notes	Notes	1		aasssss



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Examining the Audit Records

Should someone require access to the audit records then the form instance can be located and the field changes can be viewed. There are also useful ways of drilling down to the data you require.

- Filter by Person: a form can have many people working on it and so you can filter the field changes based on a specific user.
- Filter by Field Name: allows you to go directly to the field you wish to examine.
- Sort by Date & Time: lists all field changes by either date and time or by Field Name.

Technical

All field changes are stored in a SQL Server database table. If you need to integrate then this is easily accomplished by accessing the table.

Quask also offers a full technical consultancy service ranging from advice and hand-holding to full technical development projects based around FormArtist products.

Welcome, Roberta Chang!
(rchang@qlaptop.com)

FormArtist WorkFlow
ADMINISTRATOR MODE

Forms | Persons | Positions | Locations | Instances | Templates | Trace Log | Tracker | Log Off

Form Instance

Form: VPN Application
 Person ID: Respondent Unknown
 Action: Form Submission
 Email: lkoppe@qlaptop.com

Permission: Full
 Stage: Finished
 Level: Applicant
 Quask Instance ID: 7069dd106740c97b
 Login: No
 Locked: No
 Reference: Lisa Koppe

Created: 07/02/2006 10:37:54
 Last: 07/02/2006 10:37:54

The form can be visited at this address:
[Click to load this form](#)

Actions taken upon this instance

7 Records Found, Page 1 of 1

Person ID	Action	Email	Position	Reference	Permission	Level	Last	Stuck
Respondent Unknown	Form Submission	lkoppe@qlaptop.com		Lisa Koppe	Full	Applicant	07/02/2006 10:37:54	
Roberta Chang	Email: Application Submitted	rchang@qlaptop.com		Lisa Koppe	Full	Manager	07/02/2006 10:37:54	
Respondent Unknown	Email: Application Received	lkoppe@qlaptop.com		Lisa Koppe	Full	Applicant	07/02/2006 10:37:55	
Mike Richards	Email: Application Submitted to IT	mrichards@qlaptop.com		Lisa Koppe	Full	ITStaff	07/02/2006 10:41:54	
Respondent Unknown	Email: Application Approved	lkoppe@qlaptop.com		Lisa Koppe	Full	Applicant	07/02/2006 10:41:54	
Roberta Chang	Email: Application Completed	rchang@qlaptop.com		Lisa Koppe	Full	Manager	07/02/2006 10:42:39	
Respondent Unknown	Email: Application Completed	lkoppe@qlaptop.com		Lisa Koppe	Full	Applicant	07/02/2006 10:42:39	

Change
 Back to Search
 Go to Respondent Person
 Audit
 Reassign form instance



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 Web

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