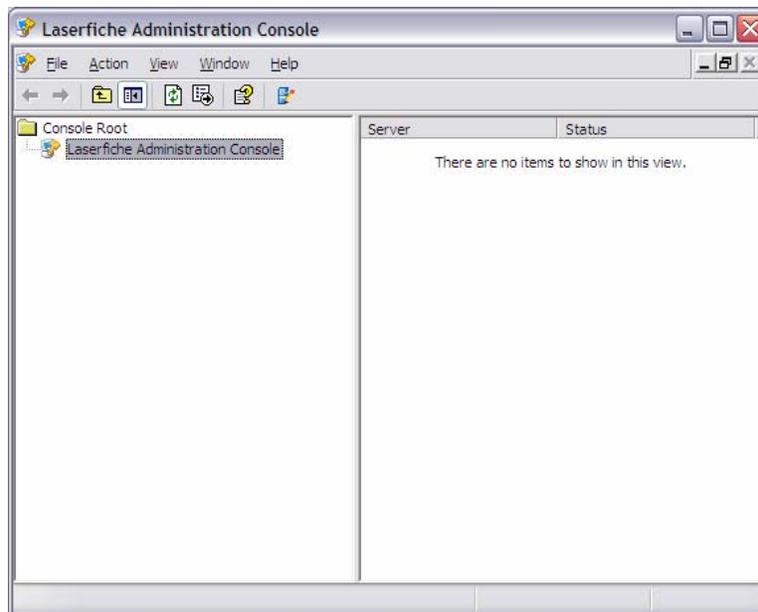


## Laserfiche Audit

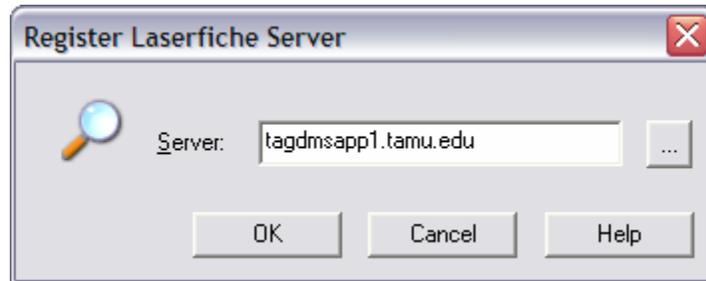
The Laserfiche Document Management system has the ability to track auditable “events” that occur within a Laserfiche Repository. Examples of these events are logging in to a repository, modification of Entry Access Rights, deletion of a document as well as many other events. In all, there are over 60 different events that are monitored as either successful or failure. Information about those successes and failures, such as date/time, user, affected entries, are recorded and can be accessed through the use of the Laserfiche Auditing. Full information about the capabilities of Laserfiche Auditing is available through the Help menu in the Laserfiche Administration Console. This document is meant as an introduction to allow the reader to become familiar with what Laserfiche Audit is and what it can do.

While it would not be possible to demonstrate how to configure and run every type of Audit Report, the basics of how to create a new report, save it and run the report with different parameters will be shown in this document. Finally, this document will show steps to access complete help information through the Help menu of the Administration Console.

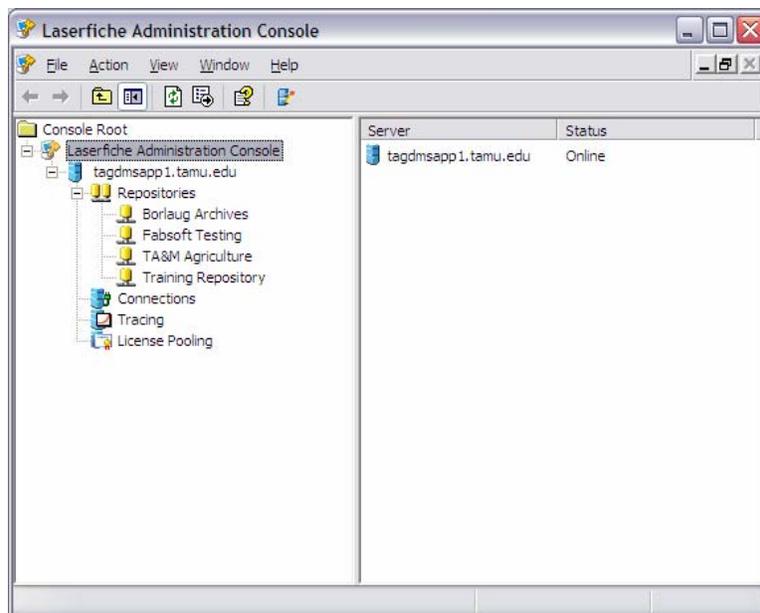
1. Opening of the Administration Console. The Administration Console is a separate application that can be installed during the installation of the Laserfiche Client. If this application is installed on your computer it can be accessed by going to Start>All Programs>Laserfiche>Laserfiche Administration Console.
2. The first time that the Administration Console is accessed the display will appear similar to the screen below. You will need to register the repository with your computer through the Administration Console.



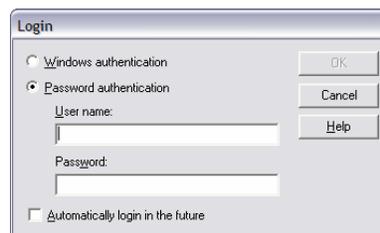
- Right click on Laserfiche Administration Console and select “New Server Registration”. This will prompt the following dialog box to appear. You will then enter the name of the Laserfiche server. This is the same Laserfiche server name as when you first attach your Laserfiche client to the repository. Click “OK”.



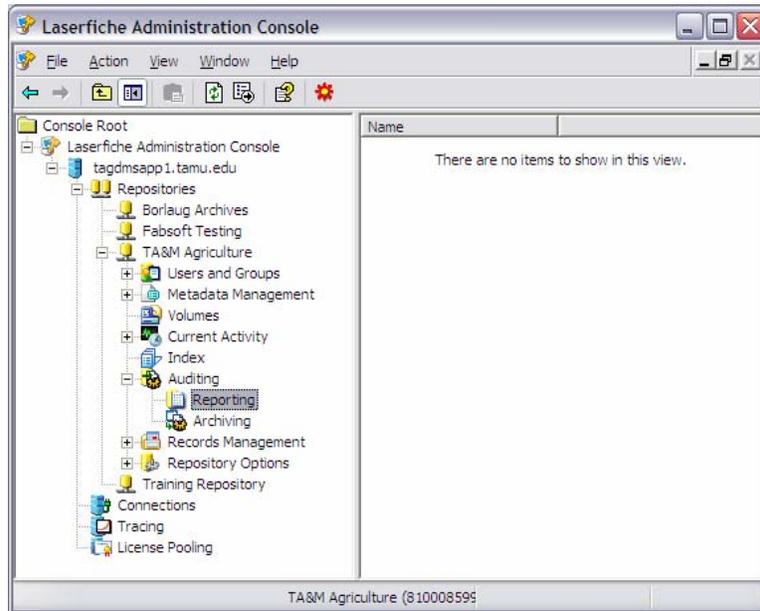
- This will then list tagdmsapp1.tamu.edu in a selection list of Laserfiche servers. You can then drill down by clicking on the “+” signs to get to the appropriate repository (TA&M Agriculture).



- Right click on TA&M Agriculture and choose All Tasks>Login (Repository) to bring up the following dialog box. Enter your Laserfiche Username and Password and click on “OK”.



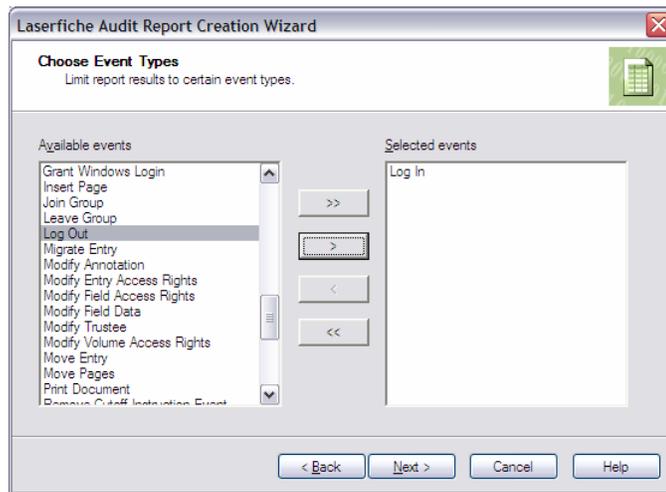
6. Once logged in, expand the items by clicking on the “+” signs and go to the Auditing section of the repository structure.



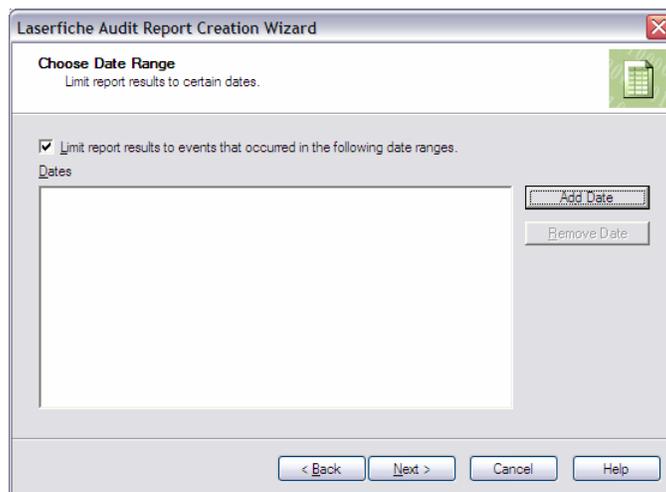
7. Clicking on “Reporting” reveals that there are no saved Audit Reports at this time. Audit Reports created are resident on the computer that they are created on and are not saved on the Laserfiche server or as part of the User profile (meaning they will not appear if you log into a different work station). Right click on “Reporting” and choose “New Audit Report”. This will bring up the following screen. Click “Next” to continue and build an Audit Report.



8. The next step will be to select the appropriate event(s) that you wish to create an Audit Report on. As stated previously, there are over 60 different events that are audited as either success or failure for every occurrence/user in the system. It is possible to select more than one event to run a report on, such as Modify Annotation and Modify Field Data. Use of more than one event parameter will result in more results returned for each report and depends on the specific information you are looking to find.
9. Choose the appropriate event(s) and move them to the right side of the screen by clicking the “>” button. Then click “Next”. For this example, we will create a report to see when a certain user has logged into the system.



10. The next option will be to select a date range if applicable. If a certain date range of information is desired, check the box at the top of the display and then click “Add Date”.



11. Use the following display to choose the appropriate date range for your desired report. (Note: All events that have occurred since the repository has gone into production are available for Audit Report, so it is recommended that you use a date range to limit the results to a manageable amount for return and searching). Click “OK” then click on “Next” on the previous screen.

Select Date Range

Enter a date or date range. If the time is left blank then the whole day is searched.

From

Date: 11/1/2007

Time: : : am

To

Date: 11/16/2007

Time: : : am

OK Cancel

12. The next option is to select whether you want the report to search for the chosen events by certain User(s) (Trustees). You can choose more than one, or leave the check box unchecked and it will search for the chosen events for all Users. You can select “Add Laserfiche Trustee” and a dialog box will appear with a list of all Laserfiche Users (by UIN). You can also select “Add Trustee by Name or ID”. Enter the appropriate Username (UIN) and click on “OK”.

Select Trustee

Select trustee by name.

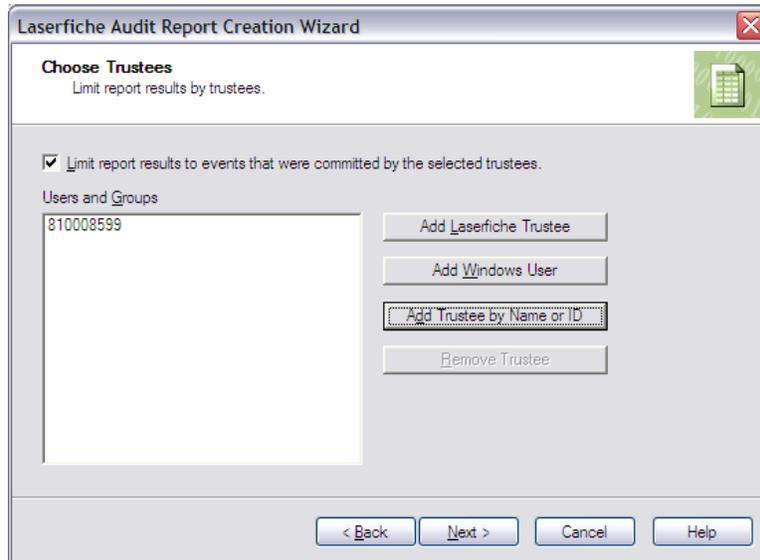
Trustee Name: 810008599

Select trustee by ID.

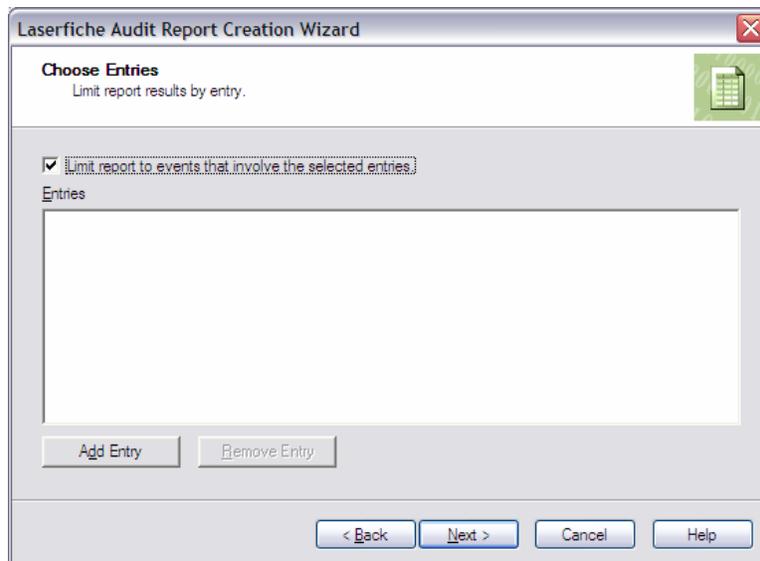
Trustee ID:

OK Cancel

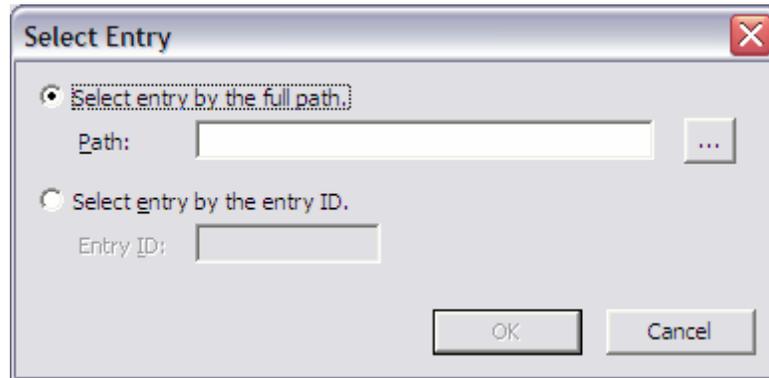
13. Repeat the last step as often as necessary (if needing to add more than one User to this search). Click on “Next”.



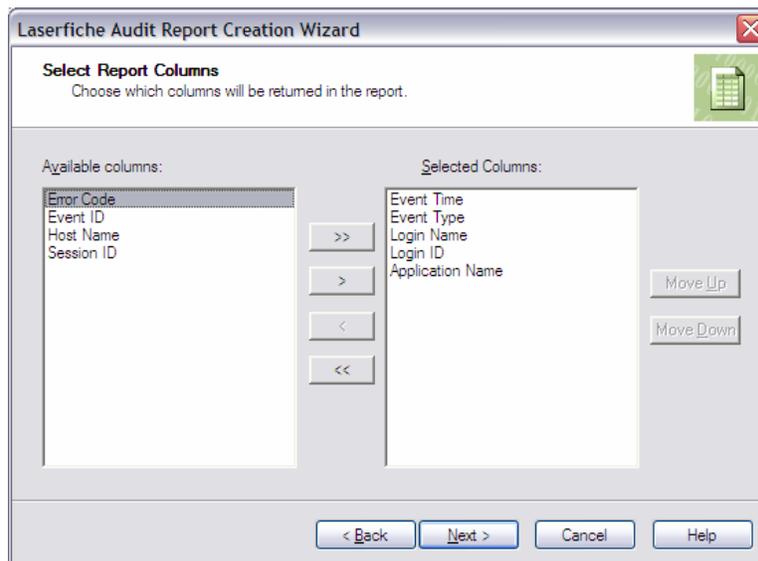
14. You could then choose specific Laserfiche entries (documents, folders, etc) to check against the chosen events. You would check the checkbox at the top of the screen and click “Add Entry”.



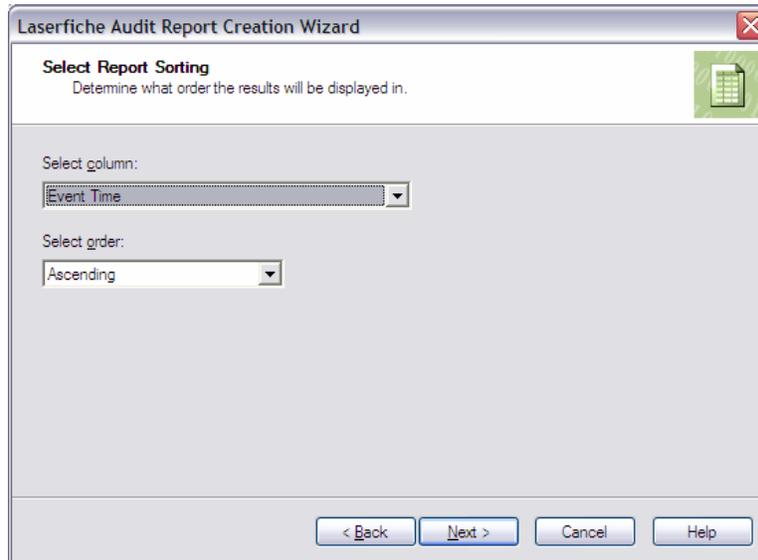
15. You can choose an entry either by the path (clicking on the ... button) or entering the appropriate Entry ID and then clicking “OK”.



16. You will next choose the data available for display in your Audit Report. The type of data available for display is dependent on the chosen events. Different events have different types of data captured. More events chosen in the report will result in more options at this step. Select the desired data and move them to the right side of the screen as shown before in selecting events. Click “Next”.

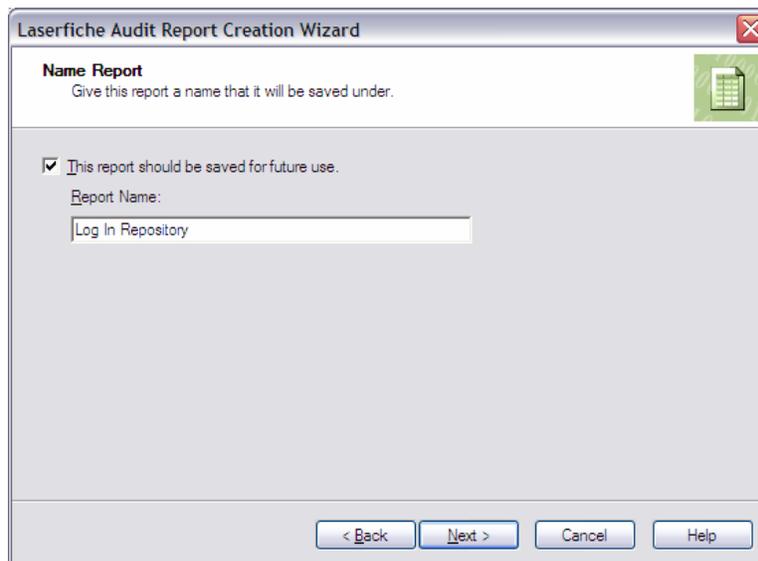


17. You can then decide how you want the results to be ordered and displayed. Choose the appropriate settings and click “Next”.



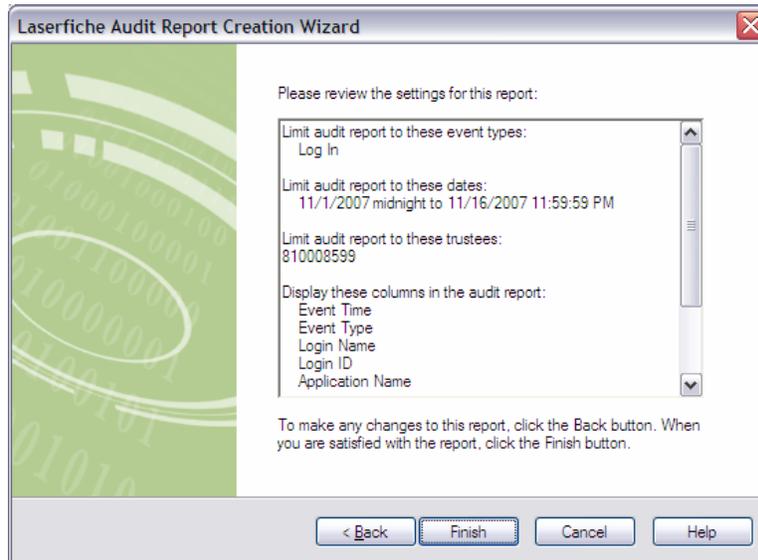
The screenshot shows a dialog box titled "Laserfiche Audit Report Creation Wizard" with a close button (X) in the top right corner. The main heading is "Select Report Sorting" with a sub-instruction: "Determine what order the results will be displayed in." There is a green document icon in the top right. Below the heading, there are two dropdown menus. The first is labeled "Select column:" and has "Event Time" selected. The second is labeled "Select order:" and has "Ascending" selected. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

18. At this time you should check that the report is saved for future use. Check the appropriate box and title the Audit Report. If you do not choose to save the report for future use at this stage, you will have to repeat all previous steps each time you want to run this report. Ways to update the report will be shown shortly. Click “Next”.

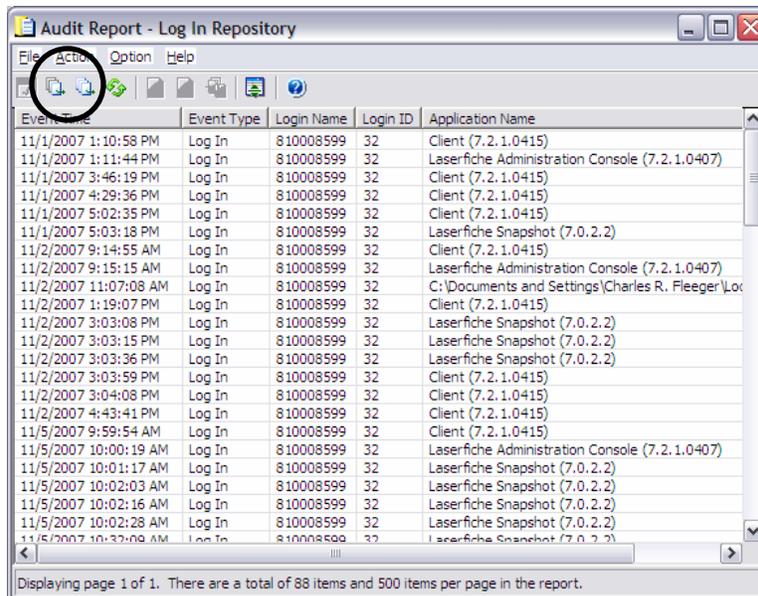


The screenshot shows a dialog box titled "Laserfiche Audit Report Creation Wizard" with a close button (X) in the top right corner. The main heading is "Name Report" with a sub-instruction: "Give this report a name that it will be saved under." There is a green document icon in the top right. Below the heading, there is a checked checkbox with the text "This report should be saved for future use." Below that is a label "Report Name:" followed by a text input field containing the text "Log In Repository". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

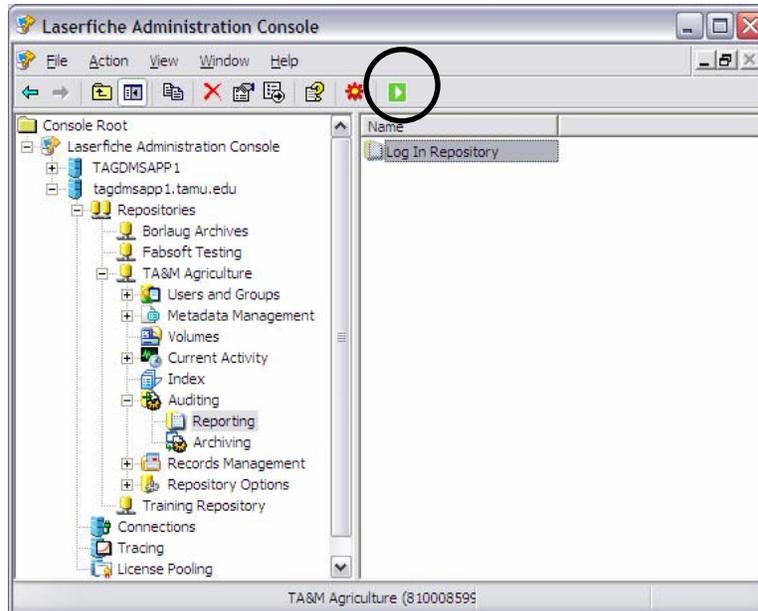
19. Confirm report information and click “Finish”. This will run the report at this time.



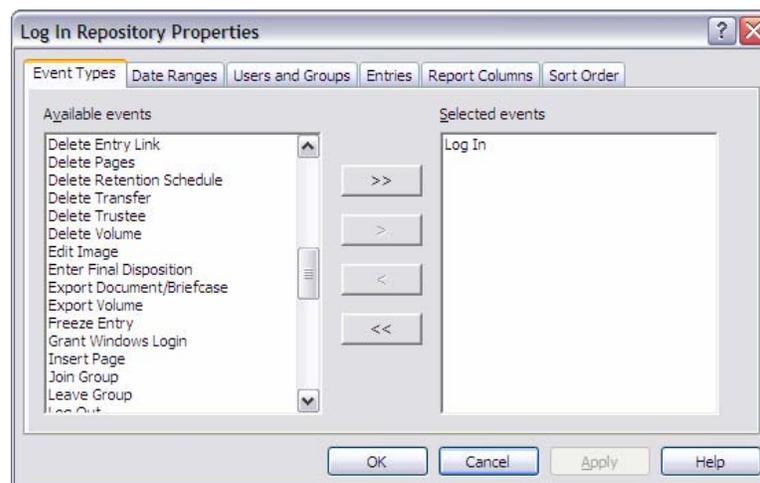
20. The report will display the returned results in the following display. It is possible to export the audit report results in the format of an Excel spreadsheet. This can be a specific results page or all the results pages. This is done by clicking on the button(s) below and then choosing the appropriate format.



21. Once the Audit Report is saved as in step #18, you can run the report again in the future by highlighting it on the right hand side of the display and clicking on the following button. This will run the Audit Report with the same parameters as set during the initial creation and saving of the report.



22. Once an Audit Report is saved, you can also modify the parameters used in the report such as date range, users, selected entries, etc. To modify the parameters, simply double click on the report name on the right side of the display to bring up the following display. Once this occurs, you can modify the event types, date range, users, selected entries, data display and sort order of the report just as in creating the original report. Once this is complete, click on “OK” and run the report as described in step #21 above.



23. As stated previously, this document is intended to serve as an introduction to the capabilities of Laserfiche Auditing. Full information about procedures and capabilities of Laserfiche Auditing can be found by accessing the Help menu in the Laserfiche Administration Console. You can do this by choosing Help>Help Topics from the Laserfiche Administration Console menu. This will bring up the following display where you can then choose the topic you wish to explore further. The *Advanced Edition Events*, topic details all of the events that are auditable through the capabilities of Laserfiche Auditing in the production repository.

