



GECS AUDITING

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VERSION

GECS 3.60

AUTHOR

GECS Client Services

CATEGORY

Security

The GECS Auditing option is designed to track all significant user generated system data changes. The various user programs in the system make entries to the AUDITS data file each time a record is added, deleted or saved and when batches are submitted or removed. There are two ways to view the collected auditing information.

First, you can view the Audit data through Audit Views in the Administrator and Web Manager programs. Here you can define your own views to view the audit information in view lists that are similar to Job and Event views.

Second, you can view the audit information for a particular record by pressing the Audit button when viewing the record. This will show all the Audit records relevant to the record. For example while viewing the ADMIN User Profile record you could press the Audit button to see all the Audit information for that record.

AUDIT INFORMATION

The Auditing records contain Who, What, Where and When information. Examples are:

- Dave edited job 1.2-3 on 01/01/2004 at 12:23:34.45
- Dale added user FRED on 02/02/2005 at 12:23:34.45UDITING
- Doug deleted calendar HOLIDAY on 03/03/2006 at 12:23:34.45
- Lisa submitted batch 123 on 04/04/2001 at 12:23:34.45
- Sue removed batch XYZ on 05/05/2005 at 12:23:34.45

The user you are logged in as to GECS will be recorded in the Audit record. There are 5 actions that are recorded as Audit entries. These are Adds, Deletes, Edits, Batch Submits and Batch Removals. The Audit record contains the file name and record key for the record that was affected. For performance reasons, the Auditing system does not track which fields were changed during edits. It simply records that a record was changed.

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ACTIVATING THE AUDITING OPTION

Due to the potential large amounts of data that might be generated, it is possible that enabling Auditing could slow down your system operation. Therefore Auditing is disabled by default. When disabled, you will not see any references to Auditing in Administrator or the Web Manager.

To enable auditing, use the Workstation setup program, client programs page and check the Enable Auditing field.

Once this has been enabled, the Administrator, Web manager and other utility programs will create Audit records when data is changed by users. An Audits folder with default views will be displayed in the Administrator and Web Client programs.

Note that the system does not record data changes generated by the DBMS or Controller programs. Also note that no Audit records are created for changes to the Events, Alerts and Audit files.

The GECSRBLD and GECSCONV programs do not add Audit records.

EDITING AUDIT RECORDS

Audit records cannot be edited or deleted once they are created. They cannot be accessed through the SDK or by using ODBC. The only way to delete Audit records is to trim them with the built in Purge feature.

PURGING AUDIT RECORDS

Depending on how often you make system changes, it is possible that the Audit file can grow quite large. The DBMS program can automatically trim the Audit file. By default, GECS will keep Audit records for 7 days before deleting them. You can change this by making the following entry in GECS.INI in the [DBMS] section:

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AuditPurge=7
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Changing the '7' to another number of days will change how many days of Audit information is maintained. If you change the number of days to '0', the DBMS will stop trimming the old records completely. The DBMS must be restarted before this entry is recognized.

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AUDITS TAB

Date
Time
User
Type
File
Record

FILTERS TAB

User Audits = GECS User name to use for filtering
 AUDITVIEWS = the Audit View file
 BATCHDET = the Batch Detail file
 BATCHES = the Batches file
 BATCHVAR = the Batch variable file
 BUSIDAY = the Calendar's Business Days file
 DEFMONTH = the Calendar's Defined Months file
 CALTYPE = the Calendar's Calendar Name file
 EVENTDEF = the Event Definitions file
 EVTIEWS = the Event Views file
 JOBS = the Jobs file
 JOBIEWS = the Jobs View file
 RESOURCE = the Resource file
 SERVERS = the DBMS, Controller, Web Manager and Agents file
 UGROUPS = the Security Profiles file
 USERS = the Users file
 VACATION = the Vacations file
 WRKSHEET = the Studio work

SECURITY

If a user is authorized to view event records in their User Profile record, they are authorized to view the Audit information through Audit Views. To view the audit information for a particular record, users need only be authorized to view the particular record. For example, to view the Audit records for the HOLIDAY calendar, the user need only be authorized to view the HOLIDAY calendar.

AUDITS FOLDER AND VIEWS

GECS Audit records can be displayed in customizable lists. You can update the Views or add your own.

Right click on the View name (such as All Audits) and select View Properties to update the filtering that can be applied to the view of audits.

By default, GECS ships with the following views of Audit lists:

- All Audits
- Audits By User
- Job Audits
- System Audits
- Today's Audits

These default audit views can be modified but cannot be deleted. You can create your own views by right clicking on the Audits folder and selecting the New View option. You can modify views by right clicking on the view and selecting the View Properties option.

DASHBOARD AND DETACHED

To display the view in your dashboard window, right click on the view and select the Run in Dashboard option. You can also right click on the view to Run Detached displaying the view in a separate window.

AUDITS LISTS (see left column)

The information displayed in the lists can be sorted ascending or descending by clicking on the column headers of the lists. You can also right click on list column headers to display a record count or print the list.

You can select multiple items in lists by highlighting the items or by clicking the shift key and using the up and down arrow keys. An arrow will denote the items are selected. 