Audit Trail

Audit trail is the complete history or log of any activity being performed on a document inside Docsvault.These activities can be creation, modification, copying, moving, deletion and so forth. Administrators or managers can view the audit log and identify each step in the processthe document goes through.

Highlights

- ✓ No software to install to access your document repository
- ✓ Full audit trail setting allows logging of every activity happening on a file or folder
- ✓ Users can view history of events on any file with simple right click menu
- ✓ Administrators and managers can query audit logs using various time, user and location criteria
- ✓ Helps identify steps within task process that are unnecessary, so that you can improve workflow and efficiency of your organization
- ✓ Reduces chances of manipulation of records and thwarts security breaches

What It Means For You?

Audit trail can help you track all the activities and tasks related to a document, so that you can map, the progress of each task or identify versioning of each document. Let's take a billing invoice for example. When an invoice is issued by a vendor, audit trail helps you to track the invoice through Accounts Payable all the way through issuance of payment, allowing you to track the progress.

However, not all documents have to go through such a simple process. Some organizations may follow a lengthy and complicated process and employ many steps before a document is processed. It may even take up to a year or more for a project to reach the final stage. Audit trail feature is indispensable under these circumstances, as you or your project managers can identify the latest updates or versions of documents, name of the user who updated documents last and the time spent by users on creating updated versions. Audit trail can also

Solutions

• *Regulatory Compliance*
Audit Trail helps you meet Sarbanes-Oxley, HIPAA and the USA PATRIOT Act regulations by automating the monitoring and reporting processes.

• *Examine Business Processes*
You can scrutinize task processes in order to remove unnecessary steps, monitor user productivity and improve business processes.

• *Detecting Security Violations*
Users are less likely to dodge security policies if they know their actions will be recorded in an audit log, thus audit trail can prevent security violations.

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help you to remove unnecessary steps employed in a process, so that all your tasks are conducted smoothly and on time.

Setting Criteria for Audit Trail Query

You can query for events occurring between particular dates by specifying a date range in Date From and Date Through box. If you don't want to limit search by dates, you can leave the date boxes blank.

You can also query the actions performed by a particular user and actions done against the files and folders. You can also query all events such as created, viewed, deleted, exported, etc. by selecting an event from the dropdown list.
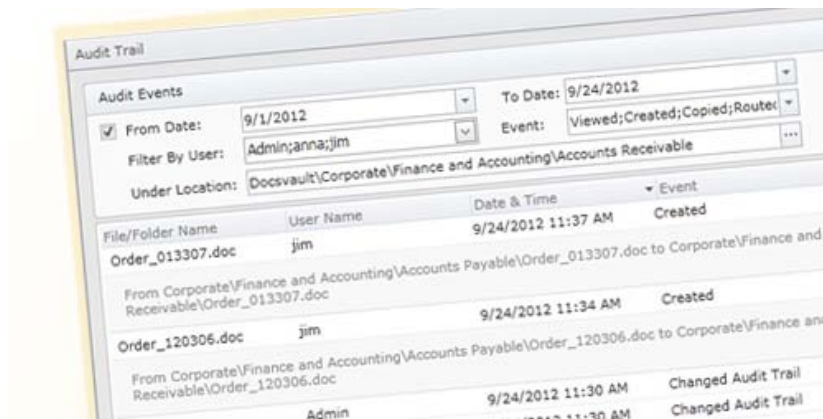
You can also view audit log of a particular document with a simple right click. This log will show you file / folder name, user name, date, event, etc. This can give quick access to audit logs pertaining to an important document.

Fast Facts

1. Provides step-by-step history of all activities pertaining to a document
2. Reliable and easy-to-follow audit trail for better internal control within an organization
3. Meet regulatory compliance standards by monitoring and recording activities occurring in your repository

Related Features

•Fine grained security
Secure documents; assign users who can view or edit them. Monitor all document activities. Keep tabs on all activities within repository.

• Email notification and alerts
Stay informed about all big and small changes made in your repository with advanced notification system.

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