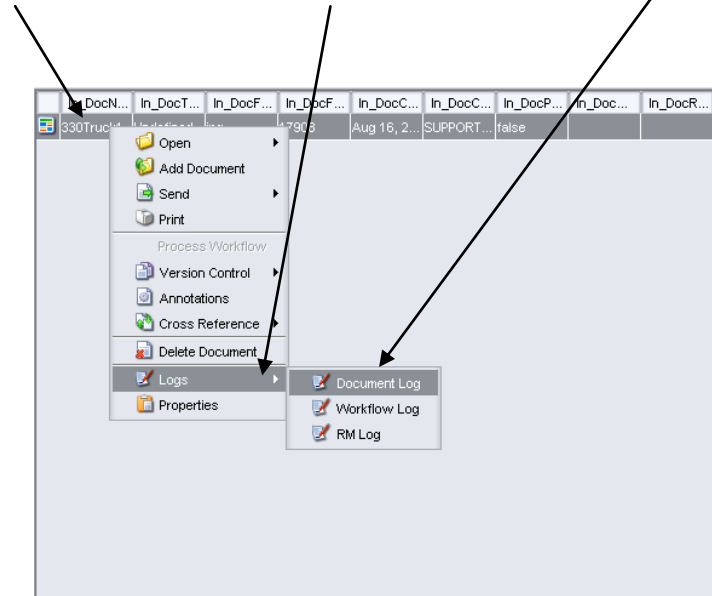


Audit logs increase visibility and enable those in management positions to establish performance metrics to ensure each step of a process is completed properly and on time.

To view a Document Log;

Right click on the document    Scroll down to logs    Then click on 'Document Log'



The Document Logs screen will then display the history for that document.

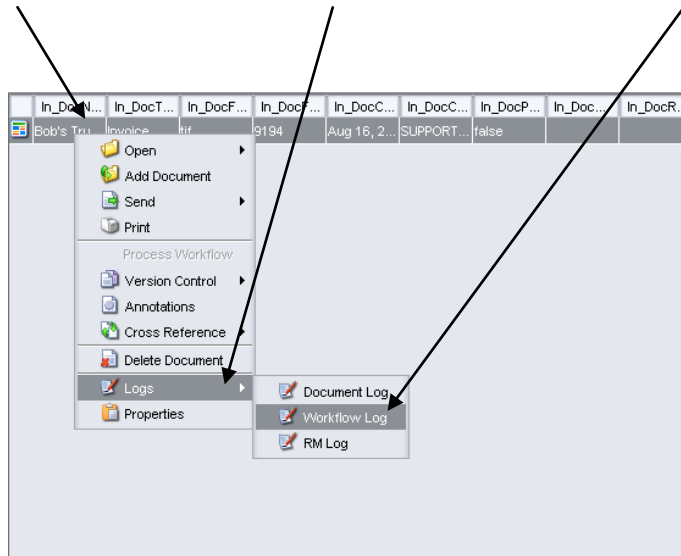
When it was viewed    Who viewed it    And what the user did

Date	User Name	Content
Oct 31, 2006 12:06:39 PM	MARK\webmark	Document created
Feb 9, 2007 10:37:37 AM	MARK\Administrator	Document opened
Feb 9, 2007 10:37:53 AM	MARK\Administrator	Document opened
Feb 9, 2007 10:38:39 AM	MARK\Administrator	Document's properties up...
Feb 9, 2007 10:38:48 AM	MARK\Administrator	Document opened
Feb 9, 2007 10:39:00 AM	MARK\Administrator	Document's properties up...
Mar 9, 2007 10:21:31 AM	MARK\Administrator	Document opened
Mar 14, 2007 10:34:47 PM	MARK\Administrator	Document opened
Mar 14, 2007 10:35:07 PM	MARK\Administrator	Document opened
Mar 14, 2007 10:35:54 PM	MARK\Administrator	Document opened
Apr 17, 2007 9:25:30 AM	MARK\Administrator	Document's properties up...
Apr 17, 2007 9:42:30 AM	MARK\Administrator	Document opened
Apr 24, 2007 10:51:37 AM	MARK\Administrator	Document's properties up...

Close

To view a Workflow Log;

Right click on the document    Scroll down to logs    Then click on 'Workflow Log'



The Workflow Log screen will then display the workflow history for that document.

Which queues the document has passed through

Who has participated in the workflow

How long it took the user to complete the task

From Queue	To Queue	User Name	Received Date	Processed Date
New Applications	Technical Review	syn2007training\hr_user	Jan 25, 2008 11:04:54 PM	Jan 26, 2008 8:56:01 AM
Technical Review	Qualified Applicant	syn2007training\it_manager	Jan 26, 2008 8:56:01 AM	Jan 26, 2008 8:58:49 AM
Qualified Applicant	Managerial Review	syn2007training\hr_user	Jan 26, 2008 8:58:49 AM	Jan 26, 2008 9:03:03 AM
Managerial Review	Job Offer	syn2007training\hr_manager	Jan 26, 2008 9:03:03 AM	Jan 26, 2008 9:03:59 AM
Job Offer	Intake	syn2007training\hr_manager	Jan 26, 2008 9:03:59 AM	Jan 26, 2008 9:17:50 AM

Close

Lastly the Records Management (RM) Log can be accessed by clicking on 'RM Log' below the 'Workflow Log.' The RM Log provides information concerning where the document is in its lifecycle. Users are able to see if the document is active or if it is in the cut off or disposition stages. Monitoring document lifecycles ensures the integrity of records and enables organizations to achieve alignment with regulatory compliance requirements.