Audit Options

This guide will show ways to find audit information.

Service Requests
Use the Dates button to view when and by whom a record was entered, modified, scheduled, printed, and closed. Use the Audit button to view when, by whom, and what value changes were performed on a record.

Work Orders
Use the Dates button to view when and by whom a record was entered, modified, scheduled, printed, and closed. Use the Audit button to view when, by whom, and what value changes were performed on a record. Also, the Routing tab will display work order assignment information

Labor Timecard
Use the Status History button to view when and by whom a labor was entered.

Purchase Orders
Use the Dates button to view when and by whom a record was entered, issued, modified, printed, and closed. Use the Audit button to view when, by whom, and what value changes were performed on a record.

Projects
Use the Dates button to view when and by whom a record was entered, modified, and closed. Use the Audit button to view when, by whom, and what value changes were performed on a record.
Preventive Maintenance

Use the Dates button to view when and by whom a record was entered, modified, scheduled, printed, and closed. Use the Where Used button to view which equipment or routes use this PM.

Equipment

Use the Dates button to view when and by whom a record was entered, modified, scheduled, printed, and closed. Use the Audit button to view when, by whom, and what value changes were performed on a record. Use WO History button to work orders for equipment. From the Equipment Workbench, use the Status History button to view status history of equipment.

Parts

Use the History button to view issue, receipt, quantity adjustment, price adjustment, return to vendor, and transfer history. Use the Dates button to view when and by whom a record was entered, modified, and closed and last warehouse transactions.

Additional Resources

http://cafe.northwestern.edu/training/

Where to get help? For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu