

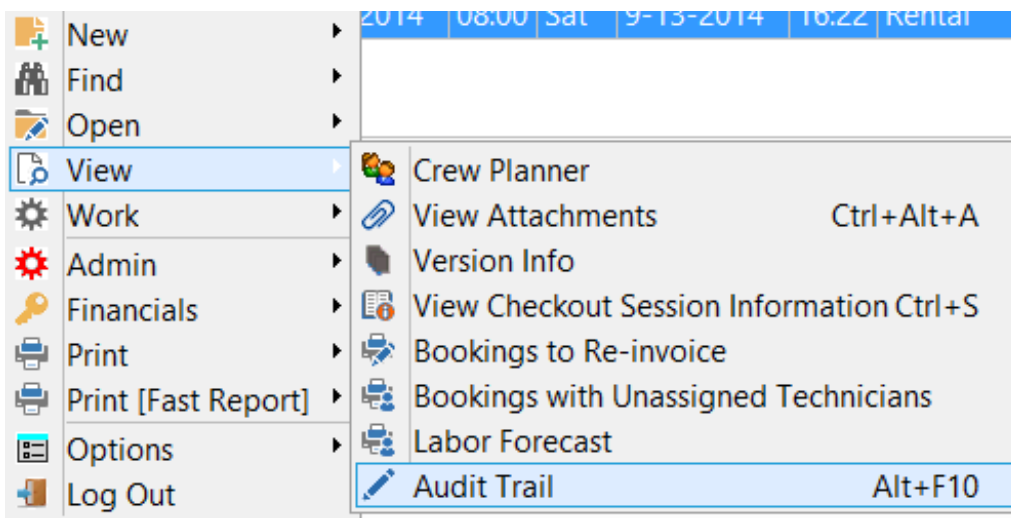
Audit Trail Reports

Last Modified on 09/04/2018 1:26 pm EDT

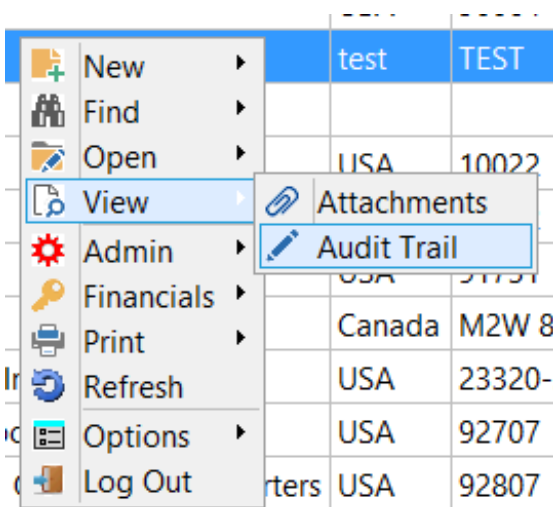
General Audit Trail Report

The Audit Trail records actions of operators throughout the system. Each entry has a date time stamp, the action and the operator that performed that action. The audit trail can be enabled or disabled via Operational #40.

To view booking audit trail, right click on the booking-->view-->audit trail



Alternatively, access the same report via right click on customer grid-->view-->audit trail



Scope

Narrow your audit trail selection based on the available scope below

RP
Audit Trail for Booking : IBMCA00004
X

Select

Booking

Customer

Vendor

Operator

Purchase Order

Print Options

Printer

Screen

Word Processor

CSV

Report Type

Booking

Purchase Order

✓ OK

✗ Cancel

Sample Output

RP
Report Display - Audit Trail

← First
← Page
Page →
Last →

Page : 1 of 1

Go To
 Print
 Email
 Close

Printed : 07/21/17 Audit Trail for Booking IBMCA00004 Page : 1

Date	Time	Action	By Operator	Invoice #	Value	Booking No	Status
05/22/14	10:44	Quotation Created	RP		USD 205.00	IBMCA00004	Quote
05/22/14	10:44	Days using modified.	RP		USD 205.00	IBMCA00004	Quote
05/22/14	10:46	Modified	RP		USD 205.00	IBMCA00004	Confirmed
05/22/14	10:46	Days using modified.	RP		USD 205.00	IBMCA00004	Confirmed
06/05/14	21:33	Modified	RP		USD 205.00	IBMCA00004	Confirmed
06/05/14	21:33	Final Return	RP			IBMCA00004	Confirmed
06/05/14	21:33	Modified	RP		USD 1,230.00	IBMCA00004	Confirmed
06/05/14	21:33	Modified	RP		USD 1,230.00	IBMCA00004	Confirmed
10/30/14	16:02	Modified	RP		USD 1,230.00	IBMCA00004	Confirmed

Querying the Database

For users interested in creating their own audit trail reports, all general audit trail entries are saved in tblAudit. The audit codes are saved as an integer and relate to the following actions:

- 0 Booking Modified
- 1 Booking Deleted
- 2 Booking Extended
- 3 Booking Duplicated From Archive

- 4 Delivery Sheet Printed
- 5 Invoice Printed
- 6 Booking Archived
- 7 Credit Generated
- 8 Booking Created
- 9 Converted to Booking
- 10 Converted to Quote
- 11 Quote Created
- 12 Settlement Discount Accepted
- 13 Standard Invoice Printed
- 14 Already Invoiced Warning
- 15 Cash Receipt Taken
- 16 Credit Reversed
- 17 Manual Invoice Generated
- 18 Long Term to Rental 7
- 19 Long Term to Rental 14
- 20 Long Term to Rental 28
- 21 Long Term to Rental Monthly
- 22 Long Term to Rental Quarterly
- 23 Deposit Taken
- 24 Deposit Refunded
- 25 Booking Checked Out
- 26 Booking Returned
- 27 Start Save
- 28 Return of Unused Equipment
- 29 Booking Cancelled
- 30 Undo Checkout
- 31 Resolve Discrepancies
- 32 Final Resolution – Removed Headings
- 33 Cross Rental Price/Qty Changed

- 34 Ship as Cross Rental, No PO
- 35 Ship Potential Cross Rental, No PO
- 36 Cross Rental Deleted
- 37 PO Modified
- 38 PO Posted
- 39 PO Received
- 40 PO Deleted
- 41 PO Un-received
- 42 PO Approved
- 43 PO Un-approved
- 44 PO Created
- 45 Partial Checkout
- 46 Final Checkout
- 47 Partial Return
- 48 Final Return
- 49 Booking unlocked while new cross rental being created
- 50 Attempt to open while already open
- 51 Unlock Command Issued
- 52 Archive PO
- 53 Booking Duplicated
- 54 Integrity Error : Item Count
- 55 Booking Opened from Checkout
- 56 Un-post PO
- 57 Customer Changed
- 58 COD Payment Changed
- 59 Cancelled Booking Reason
- 60 Booking Consolidated
- 61 Fully Invoiced
- 62 PO Closed Without Invoice
- 63 Booking Notes Modified in Quick Look

- 64 Customer Noted Modified in Quick Look
- 65 Printed Booking Hardcopy
- 66 Unattached
- 67 Partial Undo Checkout
- 68 PO Duplicated
- 69 Converted Deposit to Pre-payment
- 70 Converted Pre-Payment to Deposit
- 71 Job Report Printed
- 72 Days Using Modified
- 73 Entry Operator Modified
- 74 PO has been reviewed
- 75 PO review status has been reset
- 76 Manual Credit Generated
- 77 Project Invoice Generated
- 78 Standard Invoice Generated
- 79 Custom Invoice Generated
- 80 Booking Placed in Pull Status
- 81 Booking Changed from Pull to Booked Status
- 82 Booking saved with value exceeding customer credit limit
- 83 Currency Has Changed
- 84 PO Flagged as 'Include on Schedule'
- 85 PO 'Include on Schedule' Removed

Open Return Audit Trail

This report details a list of all bookings that were partially or fully returned in an Open Return session. Scope can be narrowed down multiple ways.

RP Open Return Audit Trail Report X

Starting date

Ending date (inclusive)

Print to

- Printer
- Screen
- Text file

Operator

- Operator
- All operators
- Selected operator

Details

- Summary - sessions only
- Detailed - all barcodes
- Detailed - possible errors only
- Detailed - Direct returns from maintenance

Sessions

- All sessions
- Selected sessions

Customer

- All customers
- Selected customer

Product

- All products
- Selected group
- Selected category
- Selected product

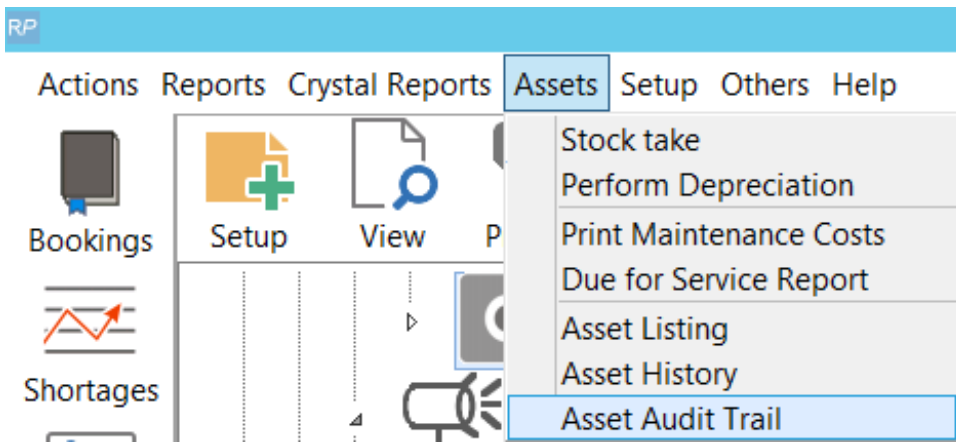
RP Report Display - Report Display

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Open return audit trail report

Sess#	Date	Time	Operator				Showname
5004	17/07/20	17:09	RP				
Barcode	Product	Description	Quantity	Booking #	Company/organisation		
2479	MULTIMIC	Shure Multi-Purpose Microphone	1	MYTEST00033	mytest	Test	Show

Asset Audit Trail



The Asset Audit Trail writes to tblassettrail and reports on the following actions:

1. Create Asset
2. Delete Asset
3. Change Asset product code
4. Change Asset Stock Number
5. Change Asset Barcode
6. Change Asset Disposal Type
7. Change Asset Home Location
8. Change Asset Service Status
9. Move Asset to a different product
10. Move Asset to a different product and stock number changed

RP Asset audit report

Select Dates

Select Month

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Start Date (Inclusive) 2018-08-01

Ending Date (Inclusive) 2018-08-31

Asset Scope

All Assets

Group

Category

Product

Asset

Location

All

Select Location

0 - Toronto

Order By

Audit date

Group/Product code

Run Close

RP Fast Report Template List

Report name

Asset Trail report

Audit Trail General Report - Default

Print

Display

Report settings

Exit

Printed
2018-09-04
By
Rental Point

Asset Audit Trail

Assets	Description	Product	Location	Operator	Date	Action
2001	10" Powered Speaker - JBL	EON510	New York	Rental Point	2018-08-24	Service status changed to In Service
	8" Powered Speaker -	EON510	Toronto	Rental Point	2018-08-24	Stock number changed to 71
	8" Powered Speaker -	EON510	Toronto	Rental Point	2018-08-24	Asset moved to product EON510
10091	8" Powered Speaker -	MSR100	Toronto	Rental Point	2018-08-24	Asset Home location changed to New York
10091	8" Powered Speaker -	MSR100	Toronto	Rental Point	2018-08-24	Barcode changed to 10091
1006	8" Powered Speaker -	MSR100	Toronto	Rental Point	2018-08-24	Delete Asset
1005	8" Powered Speaker -	MSR100	Toronto	Rental Point	2018-08-24	Asset Disposal type changed to Sold

