



CSA – Customer Self Administration

9. Audit Reports



Audit Reports

- To look at the available audit reports – go to

Ø Administration menu

Ø Audit Reports

Ø 3 types of audit report based on



- User Details
- User Roles
- Joint Category Limits







User Details

- Reports are produced in pdf format
- Click Submit to view ALL Users
- Filter to find a single User

User History Report csa1@csa72.eu

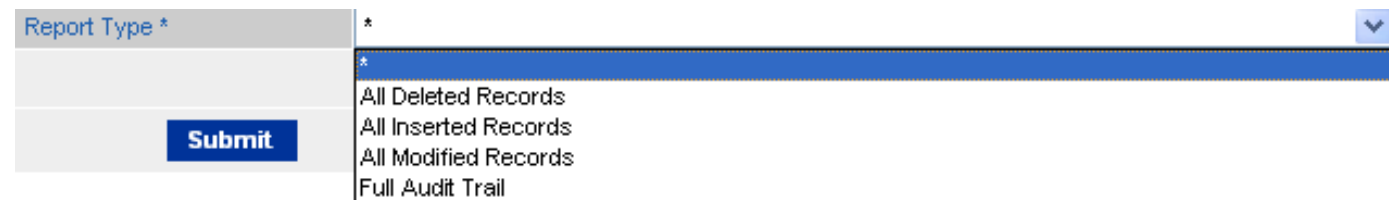
User Filter	
First Name	<input type="text"/> 
Last Name	<input type="text"/> 

Historical Data Filter	
Administrator *	<input type="text"/>  Report Type * <input type="text"/> 
Administration Date	From: <input type="text"/>  To: <input type="text"/> 

Submit

Historical User Details

- View historical details by selecting From and To dates
- Filter on Administrator
- Filter by type of input:
 - Ø Deleted Records
 - Ø Inserted Records
 - Ø Modified Records



Report Type *

Submit


- All Deleted Records
- All Inserted Records
- All Modified Records
- Full Audit Trail



User Roles

- Filter on the User Role Name

Permissions Filter

User Role Name 

- Use * as a wildcard

- System is case sensitive

Records 1 thru 8 of 8

User Roles Name	User Role Type
DD-APPROVE	Authorization Role
DD-CLERK	Entitlement Role
DD_Account 13	Authorization Role
DOMAPP-FFT	Authorization Role
DOMPAY-FFT	Entitlement Role
DOMPAY-LDN	Entitlement Role
Dom_Account 12	Authorization Role
Dom_Account 13	Authorization Role



Historical User Role Details

- Date filters and Report Type same as Users

Historical Data Filter			
Administrator	Mike, Signatory	Report Type *	All Inserted Records
Administration Date	From: 01.11.2007	To: 21.11.2007	
Submit			

- PDF report created using the filters defined by the User

Deutsche Bank 

User Permission History (Inserted User Permission Records)

Request Administrator: Admin, Charles
 Request Date: 21.11.2007 16:25:02
 Administrator: Signatory, Mike
 Administration Date , From: 01.11.2007 00:00:00
 Administration Date , To: 21.11.2007 23:59:59
 User Role:

Date	Operation	Administrator
13.11.2007 11:32:15	NEW	Signatory, Mike
User Role		
INTPAY-APPROVE		
Authorize Permission		
Product International Payments		
Company DA CAAA CSA TEST		
Bank Branch Deutsche Bank Germany, Frankfurt-DEUTDEFFXXX		
Account 50070010/97461871200		

Field Name	New Value
Authorization Class	1
Currency	ALL
Single Collection Limit	0
Single Preapproved Limit	100000
Joint Limit Category	2

Date	Operation	Administrator
13.11.2007 11:32:15	NEW	Signatory, Mike
User Role		
INTPAY-APPROVE		
Authorize Permission		
Product International Payments		
Company DA CAAA CSA TEST		
Bank Branch Deutsche Bank Germany, Frankfurt-DEUTDEFFXXX		
Account 50070010/97461871100		



Joint Category Limits

- Date filters and Report Type same as Users

Joint Categories History Report osa1@csa72.eu

Historical Data Filter		
Administrator	Charles, Admin	Report Type * All Inserted Records
Administration Date	From: 01.11.2006 To: 21.11.2007	
Submit		

- PDF report created using the filters defined by the User
- No single option for Joint Category Limits



Joint Categories History (All inserted record)		
Request Administrator:	Admin, Charles	
Request Date:	21.11.2007 16:32:27	
Administrator:	Admin, Charles	
Administration Date , From:	01.11.2007 00:00:00	
Administration Date , To:	21.11.2007 23:59:59	
Date	Operation	Administrator
09.11.2007 10:33:52	NEW	Signatory, Mike
Product	International Payments	
Company	DA CAAA CSA TEST	
Bank Branch	Deutsche Bank Germany, Frankfurt-DEUTDEFFXXX	
Field Name	New Value	
1-3 , Limit	100000	
1-3 , Currency	EUR	
1-2 , Limit	10000	
1-2 , Currency	EUR	
1-1 , Limit	0	
1-1 , Currency	EUR	
Date	Operation	Administrator
09.11.2007 11:09:16	NEW	Admin, Charles
Product	Domestic Payments	
Company	DA CAAA CSA TEST	
Bank Branch	All	
Field Name	New Value	
1-3 , Limit	1000000	
1-3 , Currency	EUR	
1-2 , Limit	10000.00	
1-2 , Currency	EUR	
1-1 , Limit	0.00	
1-1 , Currency	EUR	



Active User Reports

- To look at the available audit reports – go to

Ø Administration menu

Ø Active User Reports

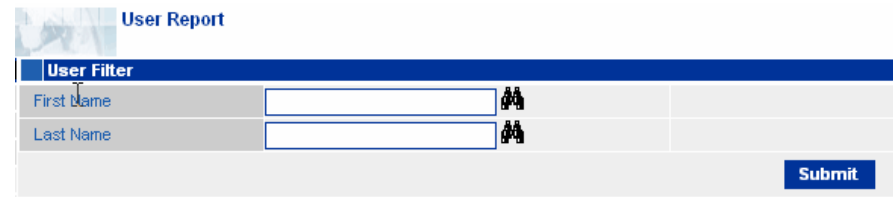
Ø 4 types of audit report based on

- User Details
- User Roles
- Joint Category Limits
- User Full Details



User Report

- Only option is to select ALL or filter on User Name
- Click on Submit to view ALL
- Can type in First Name, Second Name or Both
- Can use * as wildcard

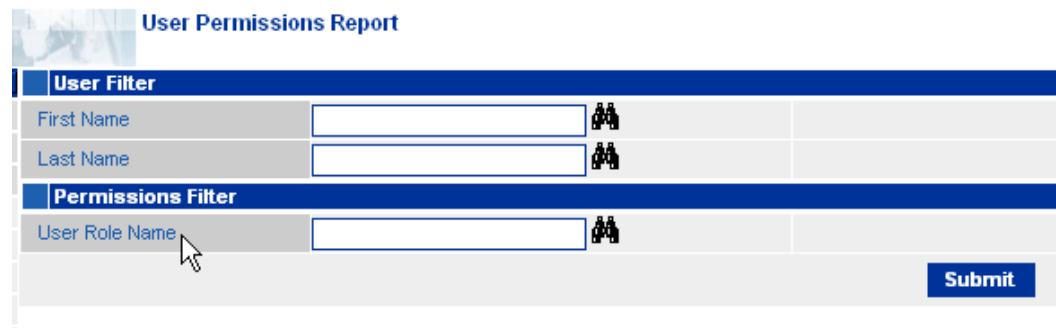


The screenshot shows a web interface for a 'User Report'. At the top, there is a header 'User Report' with a small icon. Below it is a section titled 'User Filter' with a blue background. This section contains two input fields: 'First Name' and 'Last Name'. Each field has a small icon of two people to its right. At the bottom right of the form, there is a blue 'Submit' button.






User Permissions Report

- Only option is to select ALL or filter on User Name or Role Name
- Click on Submit to view ALL
- Can use * as wildcard



The screenshot shows a web form titled "User Permissions Report". It is divided into two main filter sections: "User Filter" and "Permissions Filter".

User Filter	
First Name	<input type="text"/> 
Last Name	<input type="text"/> 

Permissions Filter	
User Role Name	<input type="text"/> 

A "Submit" button is located at the bottom right of the form. A mouse cursor is pointing at the "User Role Name" input field.



Joint Category Limits

- No selection or filter options
- System will immediately produce report of all Joint Category Limit records



Your request is being processed, please wait...



Full User Details

- Can select one or more names using the Wizard

The screenshot shows a web interface titled "User Full Details Report" with the email address "osa2@osa72.eu" in the top right corner. Below the title is a "User Filter" section. It contains two list boxes: "Available Users" on the left and "Selected Users" on the right. The "Available Users" list includes: Caroline Allchorne, Charles Admin, James Brown, John Smith, Mary Jones, Mike Signatory, New User 1, User New, and Wendy Evans. Between the two list boxes are two blue buttons with white arrows: a right-pointing arrow on top and a left-pointing arrow on the bottom. At the bottom right of the interface is a blue "Submit" button.

- PDF report shows full user details

Summary

- The delegate will now have a good understanding :
 - Ø How to use the filters to generate required pdf report
 - Ø Using the Audit Reports for historical data
 - Ø Using the Active User Reports for current data



Overall Course Summary

The delegate will now have a good understanding of the following:

- Ø The importance of setting up the Joint Category Limits and User Roles BEFORE setting up the Users
- Ø How to input and approve Joint Category Limits, User Roles and Users
- Ø How to assign and reset passwords
- Ø The actions and approval status of each record
- Ø How to use Quick Links to speed up the process
- Ø How to produce current and historic Audit reports showing defined data

