

FlowCentral Technologies

End-User Guide

# Audit

## Entity Audit Configuration

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# 1. Revision History

VERSION	DESCRIPTION	REVISED BY	DATE
1.0	- Initial Draft	Rasheedat Abdulsalam	23/02/2024

## 2. Purpose

The main purpose of this user guide is to assist users in understanding how to use the FlowCentral system and its features, troubleshoot common issues, and make the most out of the functionalities offered.

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### 3. Entity Audit Configuration

An audit is an inspection of data to know where changes have been made and by whom (in chronological order). It allows you to inspect user activities and operations on the FlowCentral Platform.

Entity Audit Configuration

#### 3.1.1 Create a New Entity Audit Configuration

This section highlights the step-by-step process involved in creating an entity audit configuration and also describes what each field means.

1. **Click the New button:** The New button is located at the top-left part of the page. This button opens a blank form that contains all the information needed for the entity audit configuration.

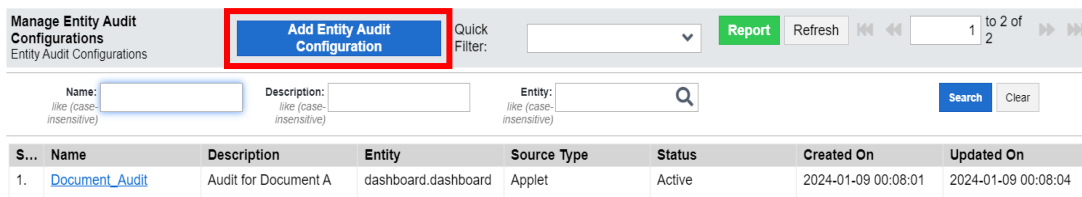


Figure 3.1 New button

2. **Fill the new form:** This form contains some mandatory fields that cannot be blank and also some other fields that are not mandatory and can be blank because they are optional.

**New Record**  
Create Entity Audit Configuration

\* Name

\* Description

\* Source Type

\* Entity

\* Search Field A

Search Field B

Search Field C

Search Field D

\* Status

Figure 3.0.2 Entity Audit Configuration form

- **Name:** This is the name that uniquely identifies a entity audit configuration record.
- **Description:** A brief information about this record should be given in this field.
- **Source Type:** This dropdown field provides options of the event to keep an audit of.
- **Entity:** This field contains the dropdown list of entities available in the system. Select the entity you want to keep track of from this list.
- **Search Field A:** This is a string field that can be used to search while performing an audit. **Please Note that the options in this dropdown depend on the entity selected in the Entity field.**
- **Search Field B, C and D:** These are alternative search fields that perform the same function as search field A.

- **Status:** Dropdown selection indicating the current status of the record (Inactive, Active, or Dormant).

**i** Any field with the red asterisk \* is a mandatory field. This asterisk means that the field is required to be filled before the form can be saved

### 3. Save your form:

After all necessary fields in the form have been filled, the next step is to save the form.

Figure 3.3 Save Form

To save this form click on any of the action buttons:

- **Save:** This button saves the form after all necessary fields have been filled.
- **Save and Next:** This button saves the form and opens a new form.
- **Save and Close:** This button saves and closes the form after saving.
- **Close:** This button closes the form page once clicked.

## 3.1.2 Child Tab

A child tab is a subsection that comes up after the main form has been saved

### 3.1.2.1 Audit

This is an audit trail that tracks the history of changes made to a record. It allows users to review the history of changes, identify who made them, and when they were made.

Figure 3.4 Audit

- **Created By:** This field indicates the user responsible for creating the record. It typically stores the username of the user who initiated the creation process.
- **Created On:** This field records the date and time the record was initially created. It helps to establish the timeline for the creation of the record.
- **Updated By:** This field stores information about the user who last made an update or modified the record.

- **Updated On:** This field captures the date and time when the record was last updated or modified. It provides insight into the most recent changes made to the record.

## Appendix

- i. Entity:
- ii. Audit:
- iii. Configuration: