

UMCARES

United Methodist Candidate and Record Entry System



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

UMCARES: The Audit System



Audit System: Overview

- Audits can be run on every screen within a profile
- They can only be run on profile's that you have the right to view
- Activity can be filtered by a date range

Ethnic Origin	Unknown
Email	[REDACTED]
Primary Phone	[REDACTED]
Secondary Phone	[REDACTED]
Mailing Address	[REDACTED]
Close Edit Help	

Audit



Audit

Date Range (From)

Date Range (To)

February, 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today: August 20, 2018

Audit System: Interpreting Results

- **Initiated** – the date the change was made
- **Initiated By** – Who made the change
- **Audit** – What change was made

Audit

Initiated	System	Initiated By	Audit
5/10/2018 9:09:50 AM	Profile System	Sarah Ibarra-Scurr	Sarah Ibarra-Scurr Logged in As test subject
4/6/2017 8:21:51 PM	Profile System	Sheridan Gove	Retrofit Step Administration Fee for the Candidacy
4/6/2017 8:17:37 PM	Profile System	Sheridan Gove	Retrofit Track Candidacy for test subject
3/16/2017 11:59:04 AM	Profile System	Sheridan Gove	Retrofit Track Candidacy for test subject

Audit System: Interpreting Results

- Audits performed on the profile page will show results for any page in the record.

Audit

Date Range (From) Date Range (To)

Results Returned: 48

Profile System			
Initiated	System	Initiated By	Audit
5/10/2018 9:09:50 AM	Profile System	Sarah Ibarra-Scurr	Sarah Ibarra-Scurr Logged in As test subject
4/6/2017 8:21:51 PM	Profile System	Sheridan Gove	Retrofit Step Administration Fee for the Candidacy
4/6/2017 8:17:37 PM	Profile System	Sheridan Gove	Retrofit Track Candidacy for test subject
3/16/2017 11:59:04 AM	Profile System	Sheridan Gove	Retrofit Track Candidacy for test subject



- Audits performed in a track will show results for that track only.

Results Returned: 22

Assigned Track			
Initiated	System	Initiated By	Audit
6/6/2018 9:09:16 AM	Assigned Track	Sarah Ibarra-Scurr	Retrofit: Synced Step - Monitors Testing Situation Report
6/6/2018 9:09:16 AM	Assigned Track	Sarah Ibarra-Scurr	Retrofit: Synced Track
2/1/2018 8:28:13 AM	Assigned Track	Sheridan Gove	Retrofit: Synced Track
12/8/2017 10:39:00 PM	Assigned Track	Sheridan Gove	Retrofit: Added Active Step - Monitors Testing Situation Report
12/8/2017 10:39:00 PM	Assigned Track	Sheridan Gove	Retrofit: Added Active Step - Incomplete Sentences Blank / Oraci
12/8/2017 10:39:00 PM	Assigned Track	Sheridan Gove	Retrofit: Added Active Step - Monitors Agreement



Audit System: Exporting and Closing

- To export the audit history click on **CSV Export**
- To close an audit click on **Clear**

Results Returned: 22  CSV Export  Clear

Assigned Track

Initiated	System	Initiated By	Audit
6/6/2018 9:09:16 AM	Assigned Track	Sarah Ibarra-Scurr	Retrofit: Synced Step - Monitors Testing S
6/6/2018 9:09:16 AM	Assigned Track	Sarah Ibarra-Scurr	Retrofit: Synced Track
2/1/2018 8:28:13 AM	Assigned Track	Sheridan Gove	Retrofit: Synced Track
12/8/2017 10:39:00 PM	Assigned Track	Sheridan Gove	Retrofit: Added Active Step - Monitors Tes
12/8/2017 10:39:00 PM	Assigned Track	Sheridan Gove	Retrofit: Added Active Step - Incomplete
12/8/2017 10:39:00 PM	Assigned Track	Sheridan Gove	Retrofit: Added Active Step - Monitors Ag

Results Returned: 22  CSV Export  Clear

Assigned Track

Initiated	System	Initiated By	Audit
6/6/2018 9:09:16 AM	Assigned Track	Sarah Ibarra-Scurr	Retrofit: Synced Step - Monitors Testing S
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Questions?

Contact US

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