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# Audit Log

## User Guide

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## 1. What is The Purpose

OnCare creates extensive Audit Logs to provide the Center Director and Company Administrators with an ability to see information about:

- Who made edits to a specific table in the system
- What was the previous value prior to an edit being made
- Date that edit was made

## 2. What is Captured in the Audit Log

OnCare logs transaction records created by users as well as by the system:

- If the user creates the records (i.e. single record or batch of records), the Audit log will have the “**logged in user**” as the owner.
- If the records are created by the system, Audit log will have the “**system**” as the owner. The example of system generated transaction records:
  - Automatic Recurring Billing Postings
  - Online Tuition Payments
  - Staff PTO / Absence

## 3. Audit Log by Function

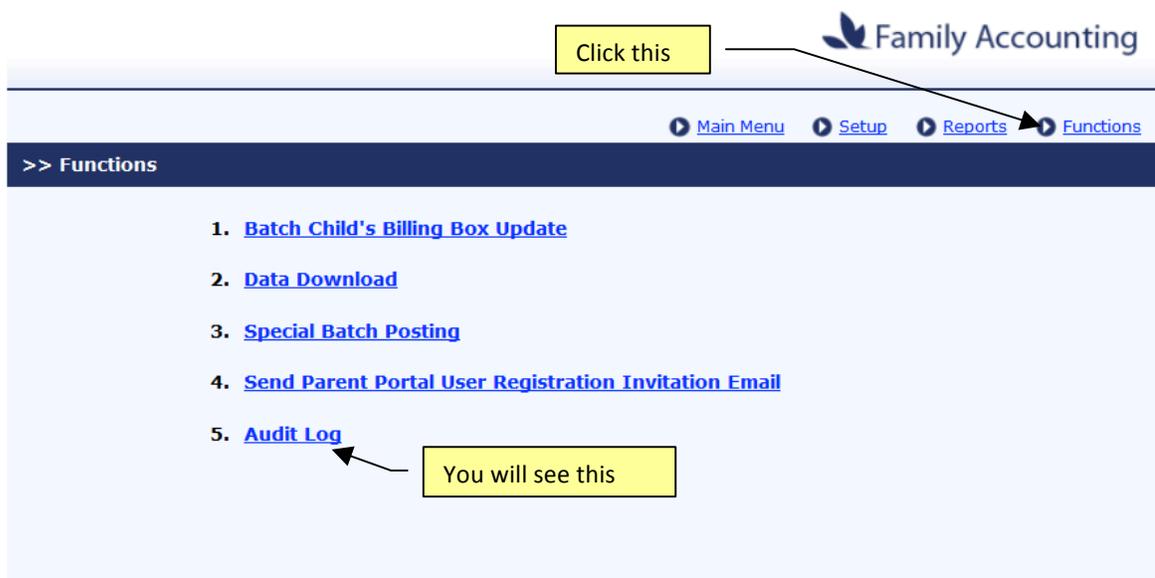
The Audit Log is available for the following functions in the system:

- **Family Account Ledger:** In the Family Account Ledger, users will get access to who entered the transaction and the entry date. If the entry is “Void,” then the log will show who voided the entry and the date of the void. Since it is not possible to edit an entry in the Ledger, history of the transaction will not be necessary.
- **Child Tuition Billing Box:** Users will see which user has entered a line in the Child Tuition Billing box. If a line has been changed, an entry is placed in the log showing the user who made the change, and the old value that was changed.
- **Child Time Card:** Users will see a log of who has entered a time card record. Also users will see who has made changes to a time card record and the old value. The audit log will show who has deleted whole lines in a time card as well as making a change to the notes.

- **Staff Time Card:** Any time a Staff time sheet is being edited with a new line, or a change to an existing line, the audit log will record the user name of the person making those changes.
- **Staff PTO Details:** Any change to the Staff PTO Details will be recorded in the Audit log.
- **User Management:** Any changes made in the User Management screen will be recorded in an Audit log.

## 4. How to Access the Audit Log

You can access the Audit Log under "**Functions**" within each module as shown below:



Select a Different Center Main Menu Reports Functions

**Functions**

1. [eMessage Families](#)

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2. [Group Sign In](#)
3. [Group Sign Out](#)
4. [Missing Sign Out](#)

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5. [Group Sign In with Absence Alert](#)
6. [Record Child Absence](#)

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7. [Audit Log](#)

Here

## 5. Submit to Retrieve Audit Log

First, you need to select the appropriate audit log category.

>> Audit Log

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Select Audit Category :

From :

- Family Account Ledger
- Child Tuition Billing Box
- Child Time Card
- Staff Time Card
- Staff PTO Details
- User Management

From Date and To Date can only be 7 days maximum.)

Select your data category

Due to the amount of data processing that could slow down the performance of the overall system, the Audit Log is limited to a 7 day time period.

>> Audit Log

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Select Audit Category :

From :   To:

(Note: The difference between From Date and To Date can only be 7 days maximum.)

Date range must be within 7 days