

Audit Trail for The Raiser's Edge

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Overview

Audit Trail for The Raiser's Edge tracks to varying degrees changes that have been made to records. There are three versions of the application; Audit Trail Free, Audit Trail Basic and Audit Trail Professional. This document only covers Basic and Professional in any detail. Please see the corresponding guide to Audit Trail Free for more information about that version.

Versions

Audit Trail Free

Audit Trail Free records whenever a constituent is deleted. It stores the biographical, address, phones and attributes of the constituent. It also stored the date and time of the deletion as well as who deleted the record. Audit Trail Free is not covered in this document, see here for the [User Guide](#).

Audit Trail Professional

Audit Trail records changes additions and deletions in Raiser's Edge. All change data is stored in the database and can be viewed using the Audit Trail Viewer. This plug-in allows you to view, filter and search for changes based on numerous criteria.

It stores biographical, address, phone and attribute data. It audits changes made manually to records, made through import and now using the global audit module, can record changes made through The Raiser's Edge Global Change and Global Delete functions.

As well as covering the constituent record, it also tracks changes to gifts, individuals, organisations, solicitors/canvassers, education records, actions, participants and volunteers. Not all areas of each record are covered so see [Appendix A](#) for the full feature comparison table. Additionally it offers tools to drill down into changes in more detail and concentrate on specific areas of change and highlight changes that break your business rules.

Bundled with Audit Trail Pro comes Validatrix. Validatrix allows you to define data entry rules in The Raiser's Edge and decide how to deal with breaches of those rules. Validatrix can also be purchased as a stand alone plug in.

As a new module Audit User allows you to see how users have been logging into and out of The Raiser's Edge. Since this feeds off an existing Raiser's Edge table the module will be pre-populated with a lot of existing data.

Installation

When you download Audit Trail from Zeidman Development and unzip the compressed file, there are two directories containing applications to be installed. Previously each module had



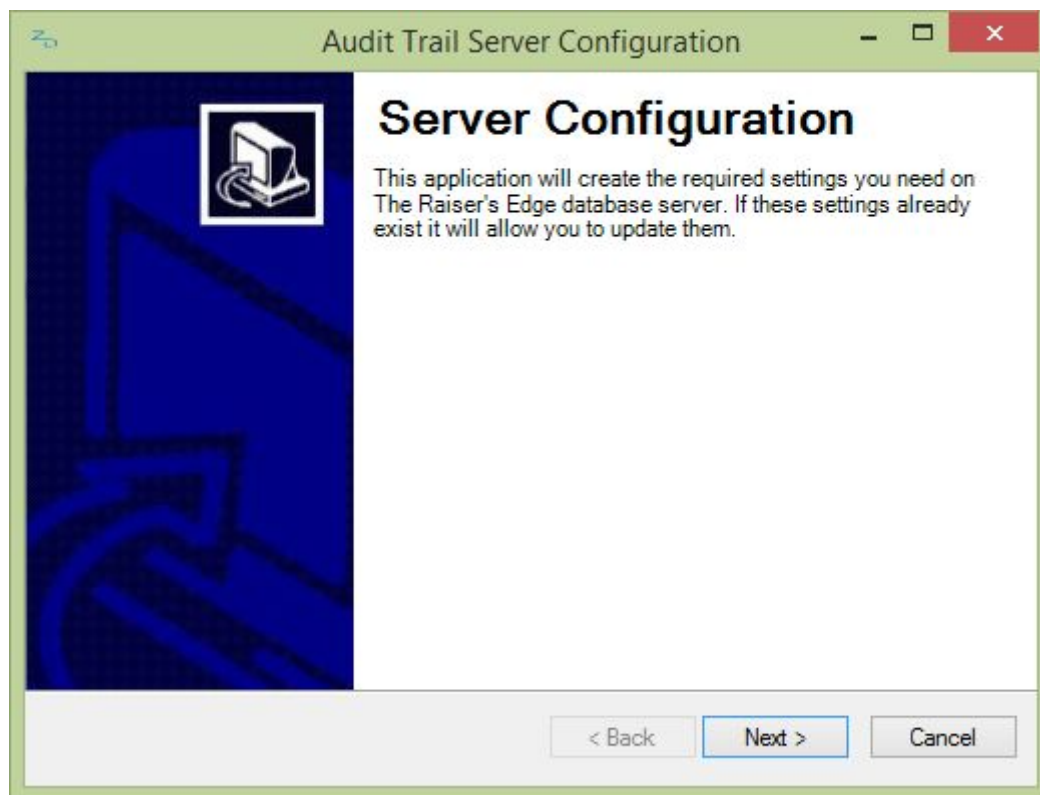
its own installer. However now these have been consolidated into two; server and client modules.

FOR A NEW INSTALLATION ALWAYS START WITH THE SERVER INSTALL.

NOTE MOVING FROM VERSION 1.9.x (OR LOWER) TO VERSION 2.0 (OR HIGHER) REQUIRES A SERVER UPDATE.

Audit Server Configuration

When you have installed the server configuration you need to run it. Running it is in the form of a wizard and will set up the database server with all the correct tables.



This gives an introduction as to what is about to happen.



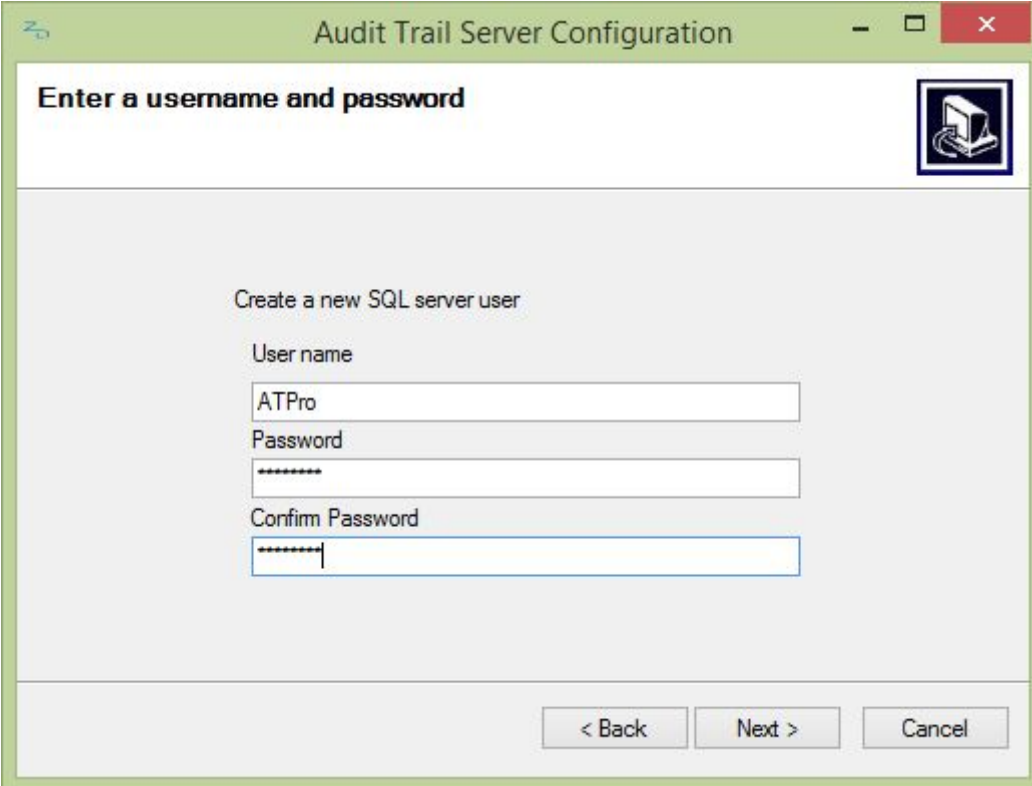
Enter your Raiser’s Edge credentials here. You will need to run the server setup each time you set up a new Raiser’s Edge database.



This screen will pre-populate the server and the database name based on how you logged into The Raiser's Edge. There is never normally a reason to change these values.¹

For New installations:

If this is a new installation then you will see the following screen:

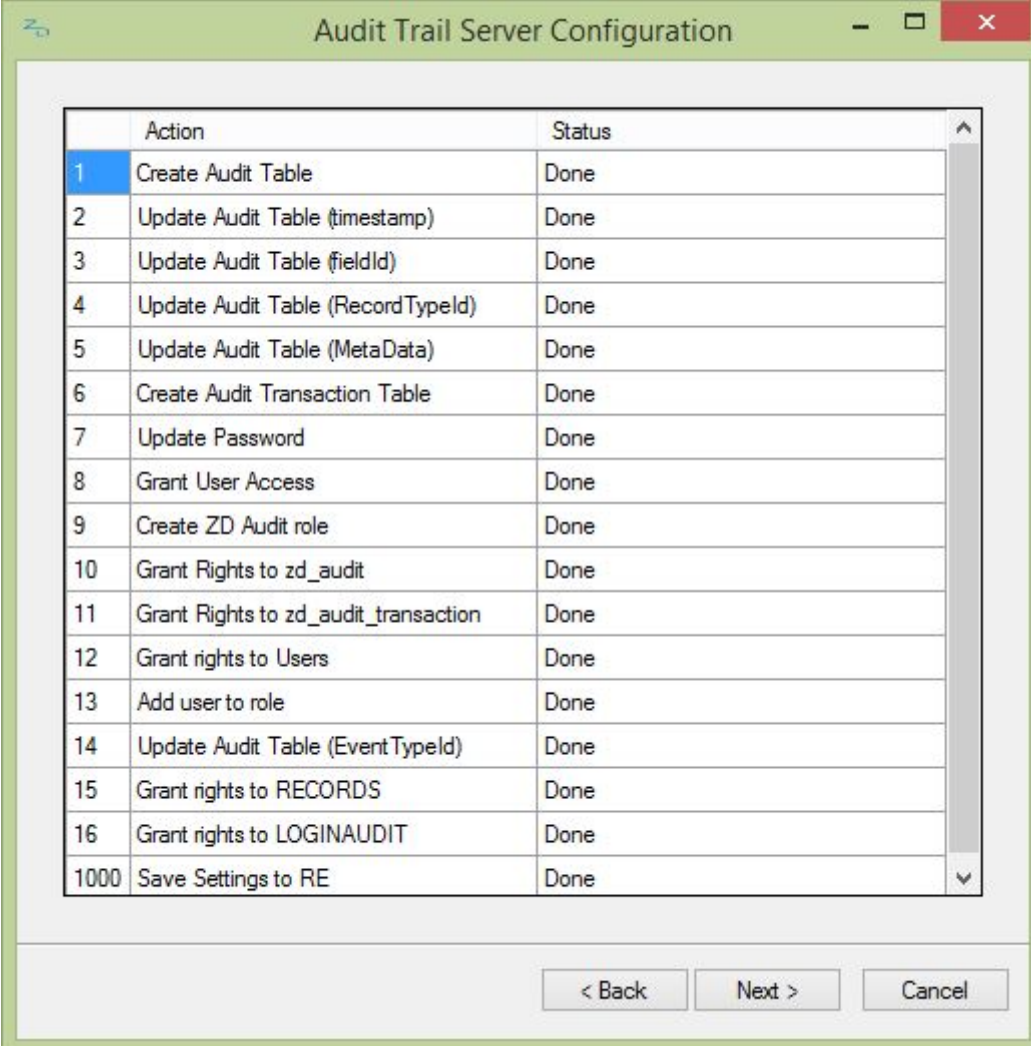


The screenshot shows a window titled "Audit Trail Server Configuration". Inside the window, the title "Enter a username and password" is displayed at the top. Below this, there is a section titled "Create a new SQL server user". This section contains three input fields: "User name" with the text "ATPro", "Password" with masked characters "*****", and "Confirm Password" also with masked characters "*****". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Next enter a SQL Server user name and password that will be created. Ordinarily you will not need to use this user name and password again but you are given the option of selecting your own values in case you do need to work with this SQL Server users in the future.

¹ Normally most organizations allow mixed mode authentication in SQL Server i.e. both SQL and Windows authentication. We recommend SQL authentication for Audit Trail as we can ensure that Audit Trail has the rights it needs to audit properly. However if you would like to use Windows Authentication then please get in contact with us so that we can ensure you set up each user has sufficient rights.





| | Action | Status |
|------|--------------------------------------|--------|
| 1 | Create Audit Table | Done |
| 2 | Update Audit Table (timestamp) | Done |
| 3 | Update Audit Table (fieldId) | Done |
| 4 | Update Audit Table (RecordTypeId) | Done |
| 5 | Update Audit Table (MetaData) | Done |
| 6 | Create Audit Transaction Table | Done |
| 7 | Update Password | Done |
| 8 | Grant User Access | Done |
| 9 | Create ZD Audit role | Done |
| 10 | Grant Rights to zd_audit | Done |
| 11 | Grant Rights to zd_audit_transaction | Done |
| 12 | Grant rights to Users | Done |
| 13 | Add user to role | Done |
| 14 | Update Audit Table (EventTypeId) | Done |
| 15 | Grant rights to RECORDS | Done |
| 16 | Grant rights to LOGINAUDIT | Done |
| 1000 | Save Settings to RE | Done |

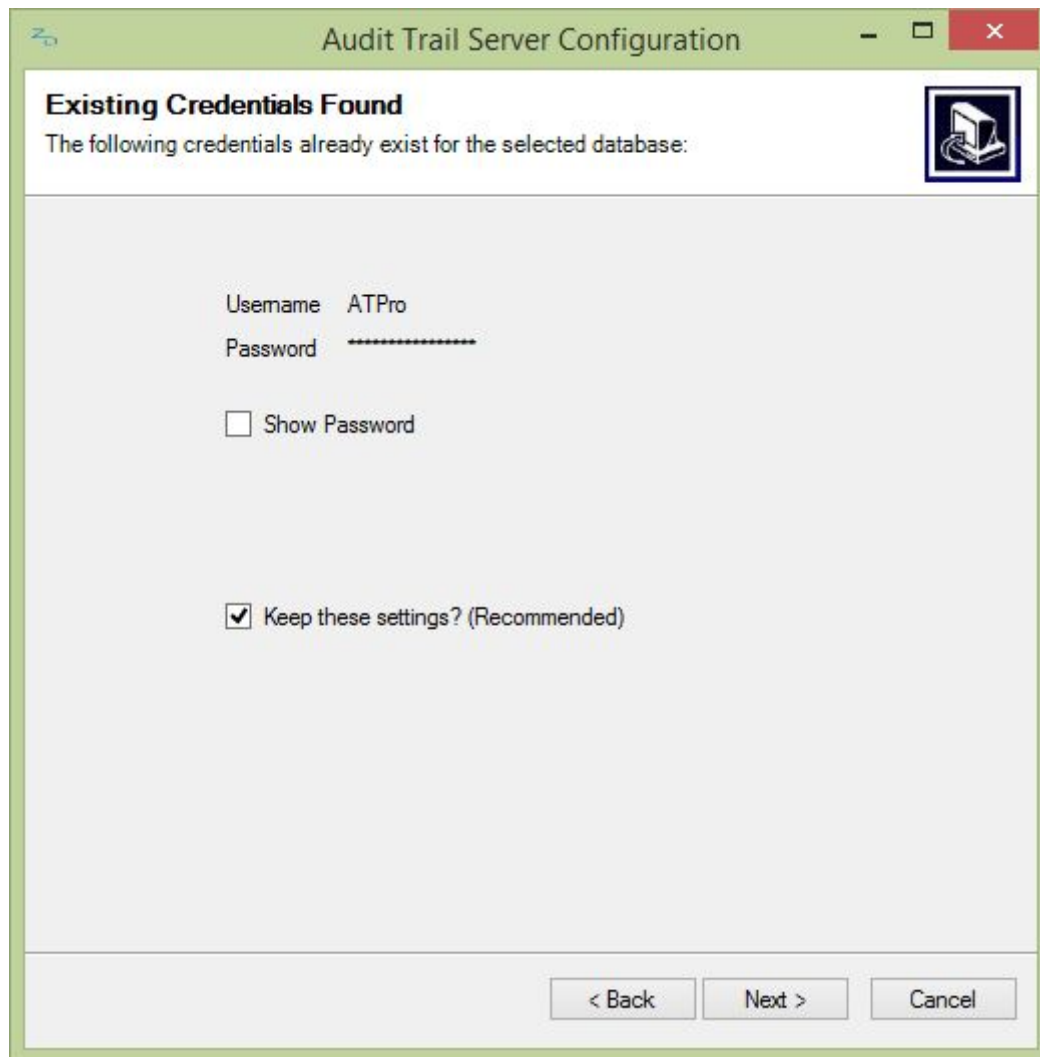
< Back Next > Cancel

Each of the steps that the server configuration takes to set up the database are listed here. If there were any errors they will also be listed under status.

For existing installations and upgrades:

If you have run the configuration previously then existing settings may have been found. You will get the following screen instead.









You are able to change the settings by unchecking the “Keep these settings” checkbox.

On pressing next the configuration will perform any new server configuration (or tell you that the process has already been done)





Audit Trail Server Configuration



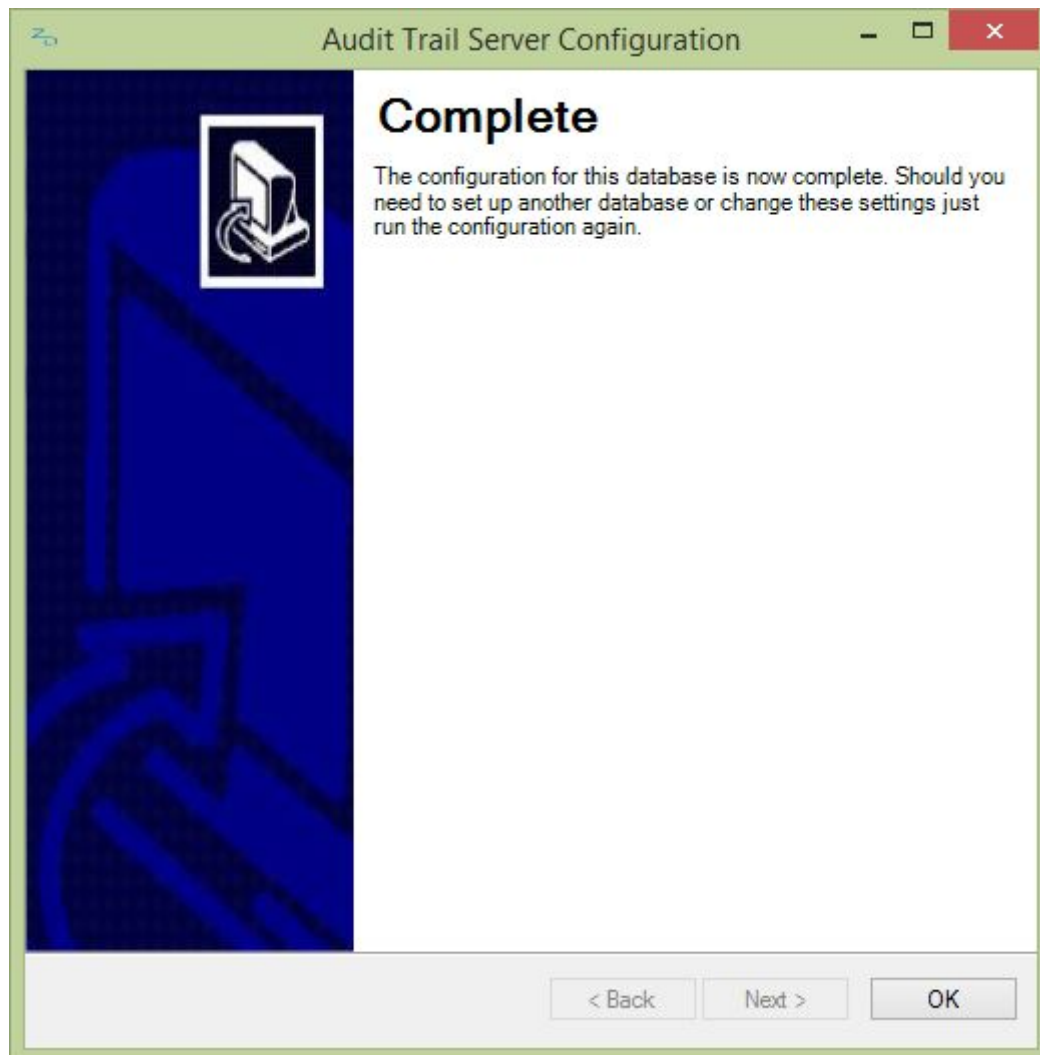
| | Action | Status |
|------|--------------------------------------|-----------------|
| 1 | Create Audit Table | Already Exists |
| 2 | Update Audit Table (timestamp) | Already Updated |
| 3 | Update Audit Table (fieldId) | Already Updated |
| 4 | Update Audit Table (RecordTypeId) | Already Updated |
| 5 | Update Audit Table (MetaData) | Already Updated |
| 6 | Create Audit Transaction Table | Already Exists |
| 7 | Update Password | Done |
| 8 | Grant User Access | Done |
| 9 | Create ZD Audit role | Already created |
| 10 | Grant Rights to zd_audit | Done |
| 11 | Grant Rights to zd_audit_transaction | Done |
| 12 | Grant rights to Users | Done |
| 13 | Add user to role | Done |
| 14 | Update Audit Table (EventTypeId) | Already Updated |
| 15 | Grant rights to RECORDS | Done |
| 16 | Grant rights to LOGINAUDIT | Done |
| 1000 | Save Settings to RE | Done |

< Back

Next >

Cancel





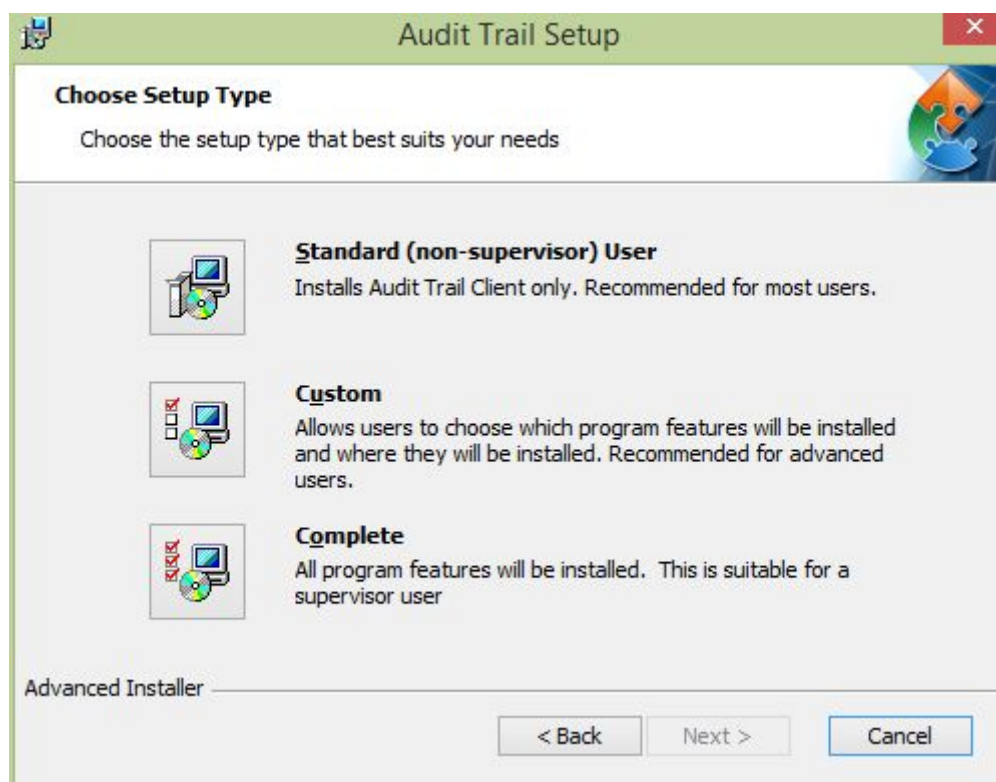
The server installation is now complete. There is no requirement for the server configuration application to remain on the server now that everything has been set up and can be safely uninstalled should you so wish. If you are demoing the application against the sample database then you may want to keep the application installed as you will need to run through it is again if you decide to purchase the application.

Client Module Installation

We have simplified the way in which you install the client modules. There is now only one installation application but you are able to decide which modules to install. (For Group Policy Install see next section)

Run the "Audit Trail Setup.exe" file to start the installation wizard





There are three options to select.

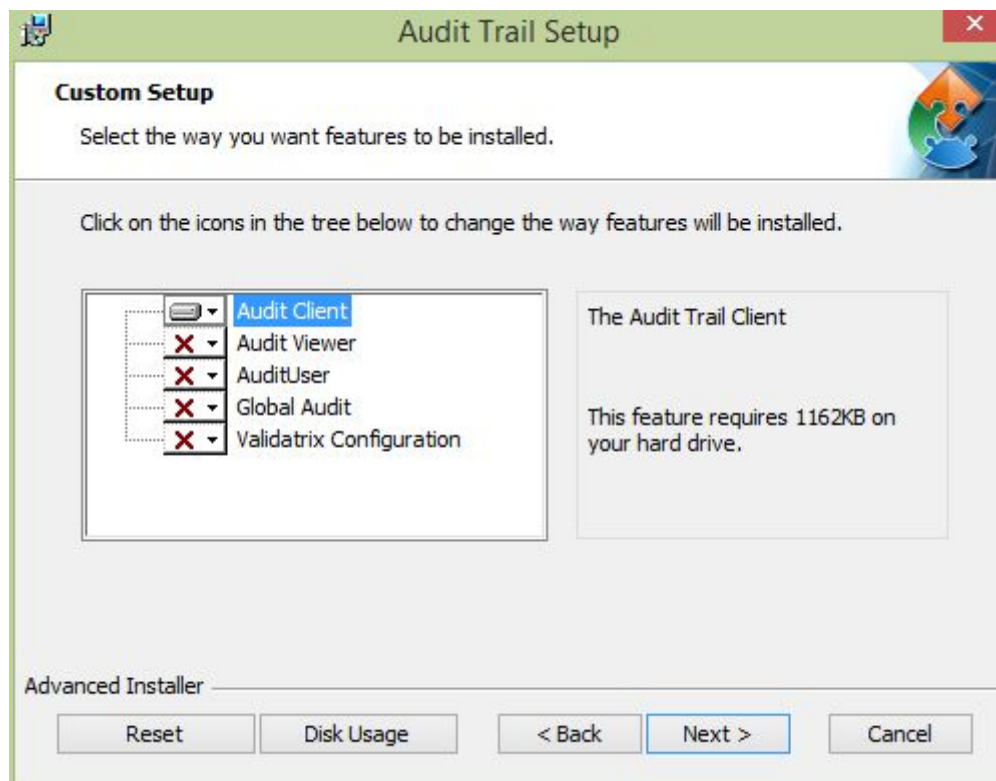


Standard (non-supervisor) User – This only installs the Audit Trail Client. This is the only component required to track changes on a regular user’s machine.

Custom – This allows you to decide which modules to install.

Complete – Installs all modules

On pressing the custom button you are given the choice of the modules to install



Once you have selected which modules to install the application is quickly installed with the files ending up in the correct location for use with The Raiser’s Edge.²

Group Policy Installation

If you are rolling out the Audit Trail client to very many users, it may be possible to use Group Policy to initiate the installation. Use the *Audit Trail Client Only.msi* file found in the Group Policy Client folder of the setup package. For more information see this link: <http://zeiddev.freshdesk.com/support/solutions/articles/18466-how-do-i-install-the-audit-trail-and-or-validatrix-client-through-group-policy>

² In the previous version, the installer would look to see if it could find the location of folders by searching in the registry for the production database. This was often problematic if an organization did not have a production database on the machine that they were using or if they had a non-standard setup. This version looks for both a production database location and if that cannot be found it also looks for the sample database location. Hopefully this should minimize installation issues in the future.



Day to Day Usage

Audit Trail Client

Note the Audit Trail client should not be installed until after the Audit Trail Server Installation is complete.

There is little to describe here. The user goes about their regular activity in The Raiser's Edge. Any changes that are made are recorded seamlessly. For best effect ensure that the Audit Trail client is installed wherever The Raiser's Edge is installed.

If the application has not been registered then the audit trail will not warn you from the client. It will simply not store any changes. Once you have purchased a registration code the application can be registered from within the Audit Trail Viewer plug-in.

Audit Trail Viewer

View changes

The Audit Trail Viewer shows the changes that have been made to various records in The Raiser's Edge.

The following screenshots show the Audit Viewer plug-in. The results show the before and after values, the person who made the change the area the change was made to and also the transaction number. Transaction numbers group a specific action so that all the changes made when one record is saved are grouped under the same transaction number.

You can run a search, without any criteria; with limiting criteria, such as date changed, record area, field, transaction number or changes made by a specific user. You can also search on changes to a specific constituent or choose a query of constituents on which to search for changes.



Change Made 31 March 2015 and 31 March 2015

Change Made To <Click to Select> X

Include from Query <Click to Select> X

Field Profile

Record Area

Changed By

Field

Transaction Number

Maximum Rows 1000

Apply Standard
☐ Filter on errors
Search
Reset

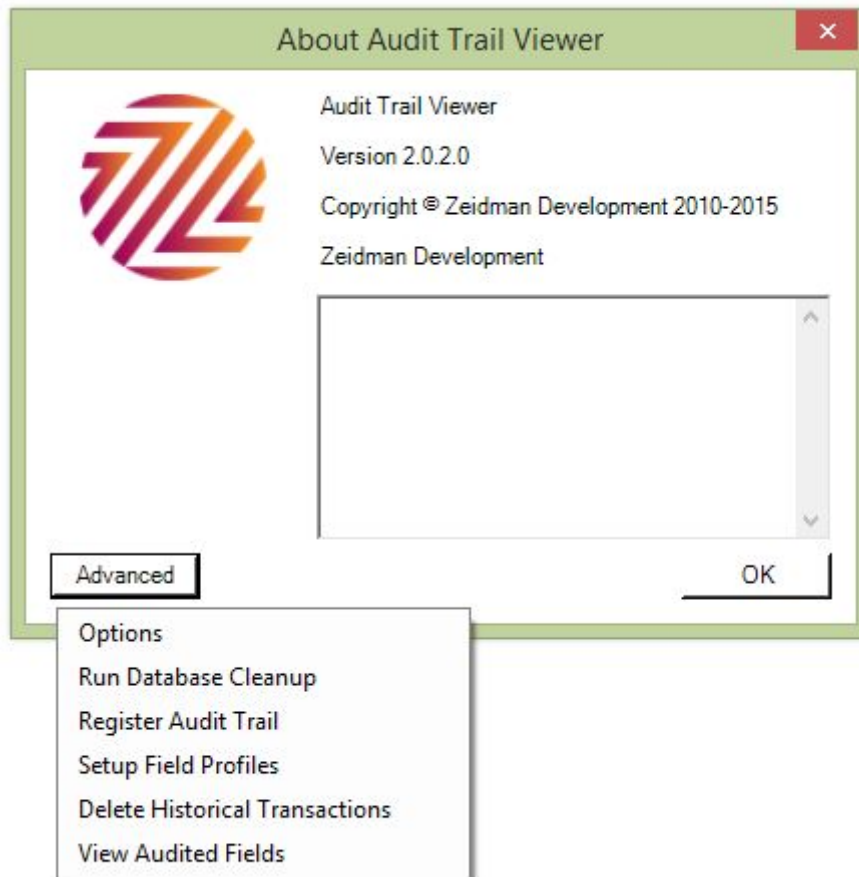
| | Transaction Id | Date Changed | Record Type | Field Name | Old Value | New Value | Changed By | Constituent Name | Constituent Id | Import Id |
|---|----------------|------------------|-------------|-----------------------|-----------|------------------|------------|------------------|----------------|-------------|
| ▶ | 1 | 06/05/2014 12:47 | Constituent | ID | | 752 | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | First Name | | David | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Constituent is an ... | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Key Indicator | | 2 | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Surname | | Test | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Organisation Mat... | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Primary Adresse... | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Primary Salutatio... | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Receipt type | | One receipt p... | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Gender | | Unknown | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Constituent is a c... | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Is Constituent | | Yes | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Name | | David Test | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Inactive | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Anonymous | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | No Valid Addresses | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Deceased | | No | Supervisor | David Test (7... | 265984 | 00001-59... |
| | 1 | 06/05/2014 12:47 | Constituent | Carvasser Inacti... | | No | Supervisor | David Test (7... | 265984 | 00001-59... |

Other Functionality

The Audit Trail Viewer also contains some other functionality

If you press the main ZD logo, the about screen appears:

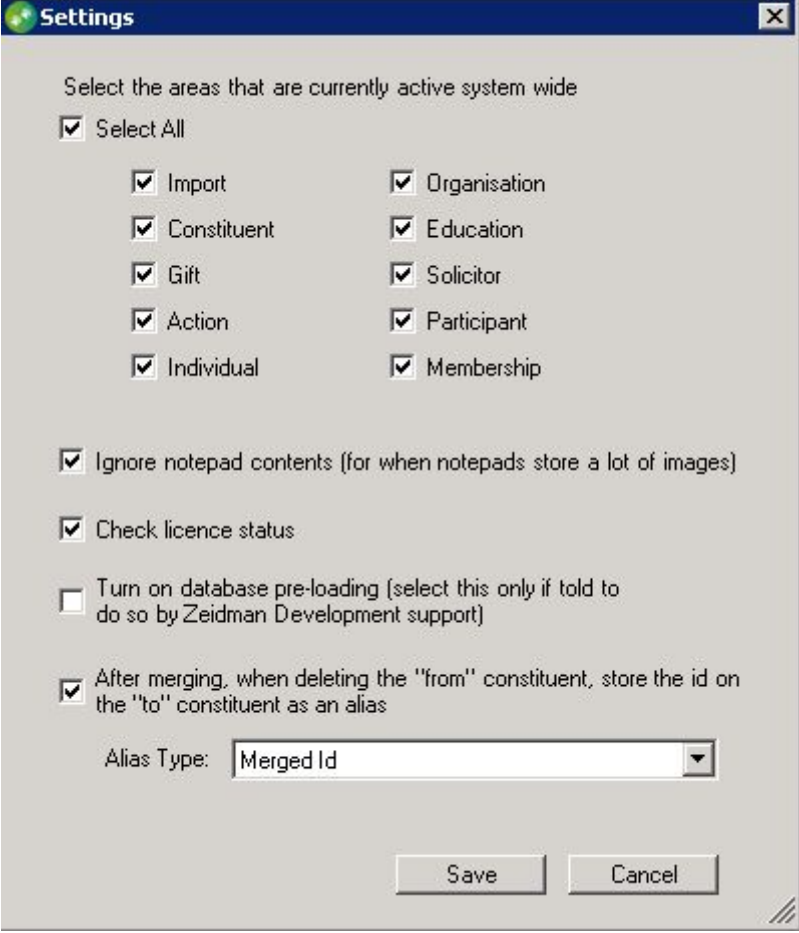




By pressing the advanced button a menu appears. From here you are able to register the application and perform the functions described below.



Options



The screenshot shows a 'Settings' dialog box with a title bar containing a green icon and the word 'Settings'. The main area contains the instruction 'Select the areas that are currently active system wide'. Below this is a list of checkboxes, most of which are checked. The options are arranged in two columns. At the bottom, there is a section for 'Alias Type' with a dropdown menu set to 'Merged Id'. The dialog has 'Save' and 'Cancel' buttons at the bottom right.

Select the areas that are currently active system wide

- ☒ Select All
 - ☒ Import
 - ☒ Organisation
 - ☒ Constituent
 - ☒ Education
 - ☒ Gift
 - ☒ Solicitor
 - ☒ Action
 - ☒ Participant
 - ☒ Individual
 - ☒ Membership
- ☒ Ignore notepad contents (for when notepads store a lot of images)
- ☒ Check licence status
- ☐ Turn on database pre-loading (select this only if told to do so by Zeidman Development support)
- ☒ After merging, when deleting the "from" constituent, store the id on the "to" constituent as an alias

Alias Type:

Save Cancel

Here you can select the areas of the database to be audited.

If you store images in notepads then auditing this records can increase the size of the database by a lot and slow the system down considerably. By unticking this box notepad contents will not be tracked.

By default the license status should checked. This will make regular calls to Zeidman Development to check your maintenance agreement.

Database pre-loading should rarely, if ever, be required. Do not switch this on unless recommended by Zeidman Development

It is possible to automatically store the constituent id of the secondary constituent record that is set to be deleted following a merge.

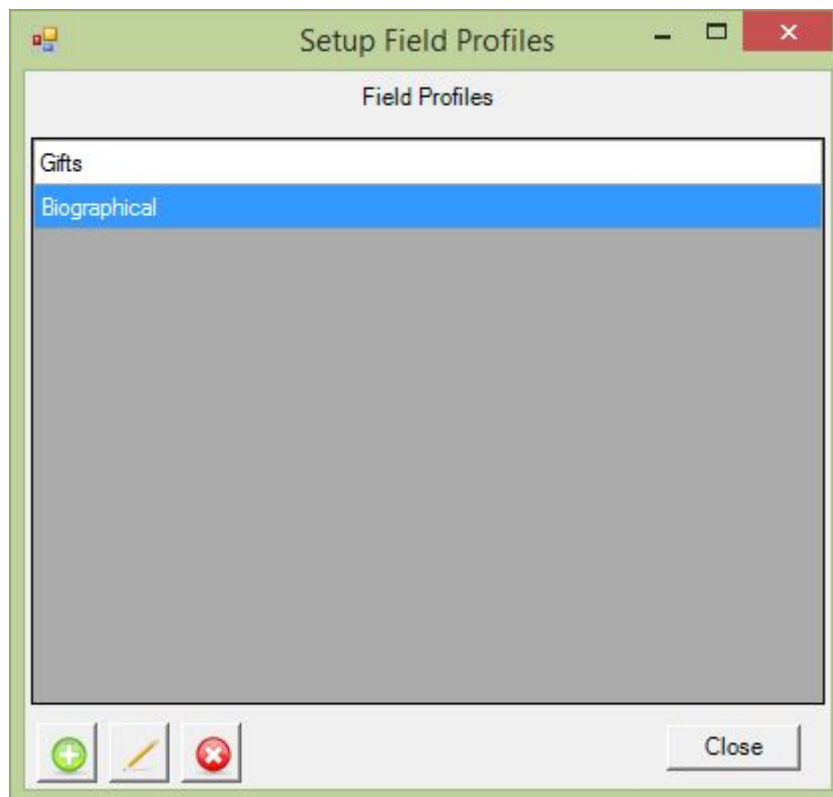


Field Profiles

It is possible to narrow down the number of fields you can review at any one time in the viewer and save sets you review regularly together, you can do this by setting up field profiles.

If you press the main ZD logo, the 'about' screen appears, in the bottom left click on 'advanced' and select 'Setup Field Profiles'.

A screen will then open up, click on the green + symbol to add a profile.



You can then name your Field profile, choose any combination of fields to view together and save by clicking 'ok'. You can add as many field profiles as you wish.



Setup Field Profiles

Name: Gifts

Description:

Fields to show:

- ☒ Gift
- ☒ Acknowledge
- ☒ Adjustment for sale of stock
- ☒ Amount
- ☒ Amount coins
- ☒ Amount notes
- ☒ Anonymous
- ☒ Balance
- ☒ Benefit include notes
- ☒ Campaign
- ☒ Canvasser names
- ☒ Constituent Code
- ☒ Constituent gift flag
- ☒ Constituent is a beneficiary
- ☒ Constituent name
- ☒ Constituent Pays Premiums
- ☒ Constituent Policyowner
- ☒ Continuous
- ☒ Converted from pledge
- ☒ Currency Amount
- ☒ Currency Country
- ☒ Currency Exchange Rate
- ☒ Currency Receipt Amount
- ☒ Date
- ☒ Description

OK Cancel

Once you go to the viewer's main screen you will be able to select your field profiles from the dropdown list.

Audit Viewer

Change Made: [dropdown] 31 March 2015 and 31 March 2015

Change Made To: <Click to Select> X

Include from Query: <Click to Select> X

Field Profile: [dropdown]

Record Area: Biographical Gifts

Field: [dropdown]

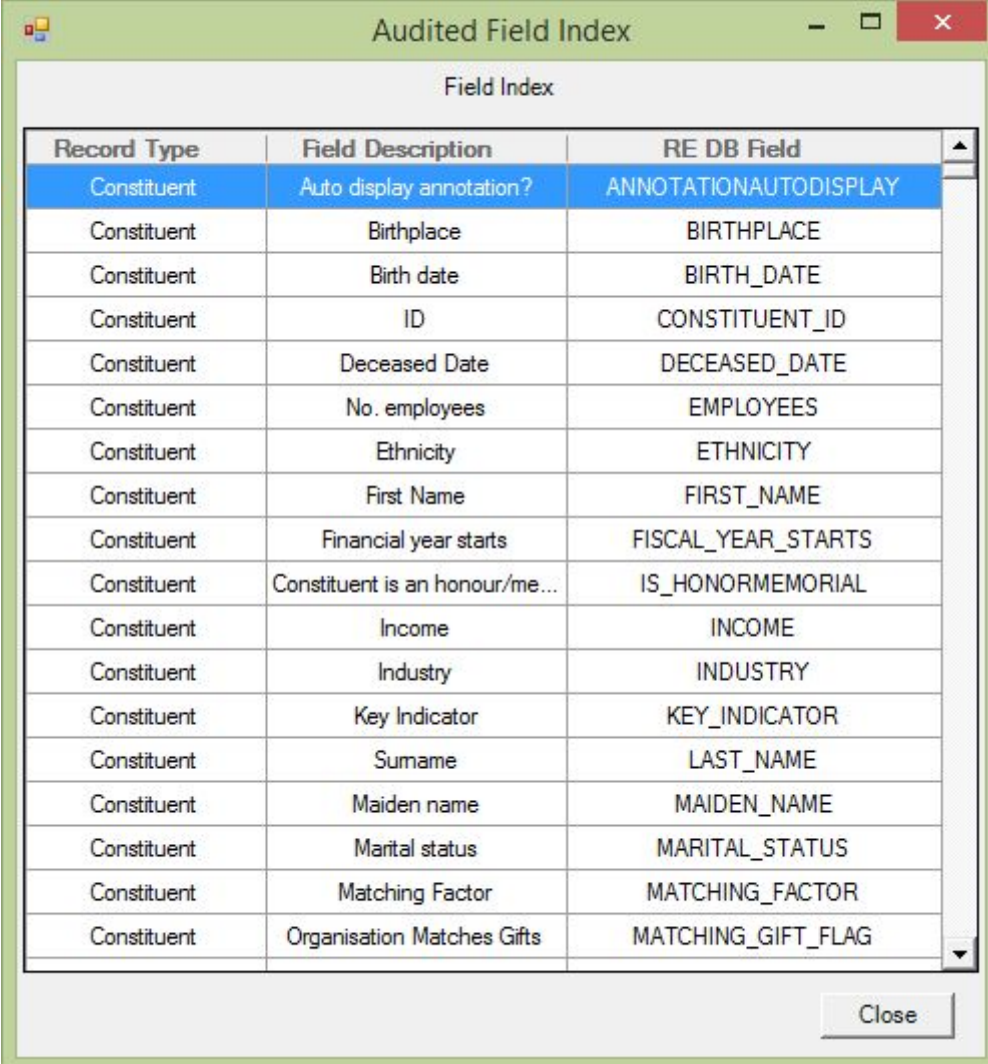
Changed By: [dropdown]

Transaction Number: [text field]



View Audited Fields

Pressing this option will allow you to see all the fields that are currently audited. You can filter by the record area for ease. The field description is often the value that will be displayed in The Raiser's Edge. The RE DB Field is the name of the field in the database.



The screenshot shows a window titled "Audited Field Index" with a table of audited fields. The table has three columns: "Record Type", "Field Description", and "RE DB Field". The first row is highlighted in blue. The table lists 20 fields for the "Constituent" record type, including "Auto display annotation?", "Birthplace", "Birth date", "ID", "Deceased Date", "No. employees", "Ethnicity", "First Name", "Financial year starts", "Constituent is an honour/me...", "Income", "Industry", "Key Indicator", "Surname", "Maiden name", "Marital status", "Matching Factor", and "Organisation Matches Gifts".

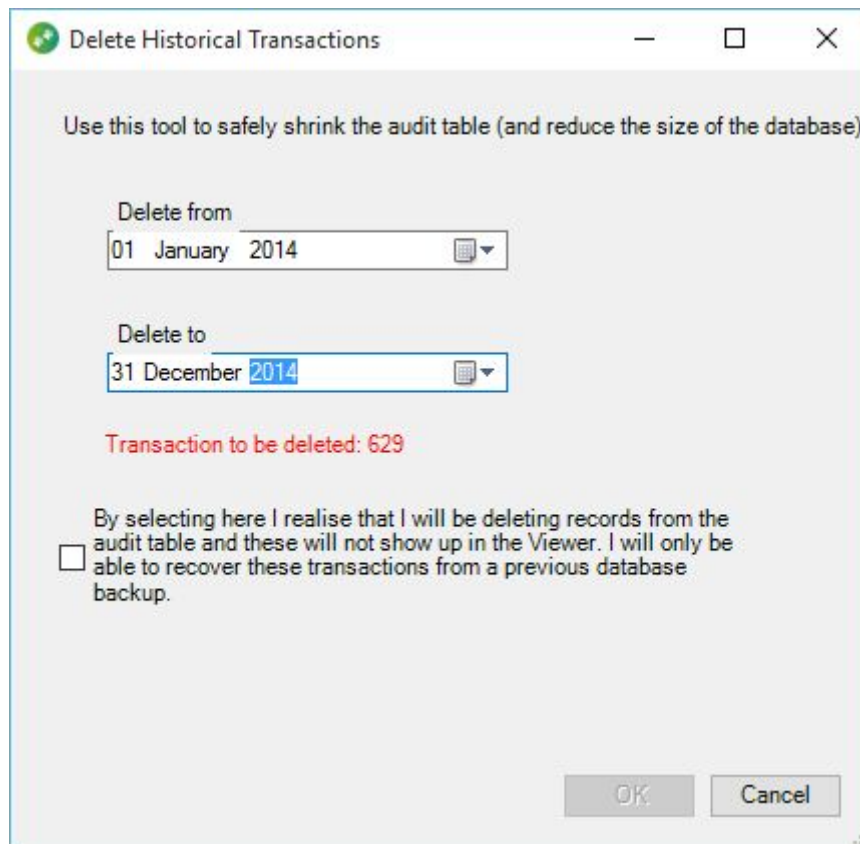
| Record Type | Field Description | RE DB Field |
|-------------|--------------------------------|-----------------------|
| Constituent | Auto display annotation? | ANNOTATIONAUTODISPLAY |
| Constituent | Birthplace | BIRTHPLACE |
| Constituent | Birth date | BIRTH_DATE |
| Constituent | ID | CONSTITUENT_ID |
| Constituent | Deceased Date | DECEASED_DATE |
| Constituent | No. employees | EMPLOYEES |
| Constituent | Ethnicity | ETHNICITY |
| Constituent | First Name | FIRST_NAME |
| Constituent | Financial year starts | FISCAL_YEAR_STARTS |
| Constituent | Constituent is an honour/me... | IS_HONORMEMORIAL |
| Constituent | Income | INCOME |
| Constituent | Industry | INDUSTRY |
| Constituent | Key Indicator | KEY_INDICATOR |
| Constituent | Surname | LAST_NAME |
| Constituent | Maiden name | MAIDEN_NAME |
| Constituent | Marital status | MARITAL_STATUS |
| Constituent | Matching Factor | MATCHING_FACTOR |
| Constituent | Organisation Matches Gifts | MATCHING_GIFT_FLAG |

Delete Historical Transactions

This functionality gives you the ability to delete transactions from the audit table in an easy and safe way should you no longer want to retain all changes.

Press the delete historical transactions menu item from the advanced menu on the about box.





The date range will default to the earliest transaction. Select a date range and the number of transactions to be deleted will be updated. This will give you an idea of how many you are about to delete.

Tick the box acknowledging that you have a backup if you need to recover these transactions and press OK.

You are then told that the transactions have been deleted.

Audit Trail Undo Changes

Audit Trail allows you to undo erroneous changes made in your database at the click of a button. Just go into your audit viewer and find the changes you want to revert. Select the change and right click, you can now select 'revert value' to change the field back to the old value.



Change Made

31 March 2015

31 March 2015

and

Change Made To

<Click to Select>

×

Include from Query

<Click to Select>

×

Field Profile

Record Area

Changed By

Field

Transaction Number

Maximum Rows

1000

Apply Standard

☐ Filter on errors

Search

Reset

| | Transaction Id | Date Changed | Record Type | Field Name | Old Value | New Value | Changed By | Constituent Name | Constituent Id | Import Id |
|---|----------------|------------------|-------------|--------------------|----------------|----------------|------------|------------------|----------------|-------------|
| | 2227 | 25/02/2015 16:02 | Gift | Description | 02/02/2000 ... | 02/02/2000 ... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2227 | 25/02/2015 16:02 | Gift | Constituent name | Mark G. Ada... | Adamson, M... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2227 | 25/02/2015 16:02 | Gift | Gross amount | 50 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2229 | 25/02/2015 16:02 | Gift | Amount | 0.3 | 5 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2229 | 25/02/2015 16:02 | Gift | Receipt amount | 0.3 | 5 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2229 | 25/02/2015 16:02 | Gift | Description | 02/02/2000 ... | 02/02/2000 ... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2229 | 25/02/2015 16:02 | Gift | Gross amount | 0.3 | 5 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2231 | 25/02/2015 16:02 | Gift | Amount | 5 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2231 | 25/02/2015 16:02 | Gift | Receipt amount | 5 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2231 | 25/02/2015 16:02 | Gift | Description | 02/02/2000 ... | 02/02/2000 ... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| | 2231 | 25/02/2015 16:02 | Gift | Gross amount | 5 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| ▶ | 2232 | 26/02/2015 11:46 | Constituent | First Name | Dave | David | Supervisor | David Zeidm... | 3 | 00001-07... |
| | 2232 | 26/02/2015 11:46 | Constituent | Primary Addressee | Ruth and Dave | Ruth and Da... | Sup | | | |
| | 2232 | 26/02/2015 11:46 | Constituent | Primary Salutation | Dave | David | Sup | | | |
| | 2232 | 26/02/2015 11:46 | Constituent | Name | Dave Zeidman | David Zeidman | Sup | | | |
| | 2232 | 26/02/2015 11:46 | Phone | Phone type | | Email | Supervisor | David Zeidm... | 3 | 00001-63... |
| | 2232 | 26/02/2015 11:46 | Phone | Phone number | | test@blackb... | Supervisor | David Zeidm... | 3 | 00001-63... |
| | 2232 | 26/02/2015 11:46 | Phone | Do Not Contact | | No | Supervisor | David Zeidm... | 3 | 00001-63... |

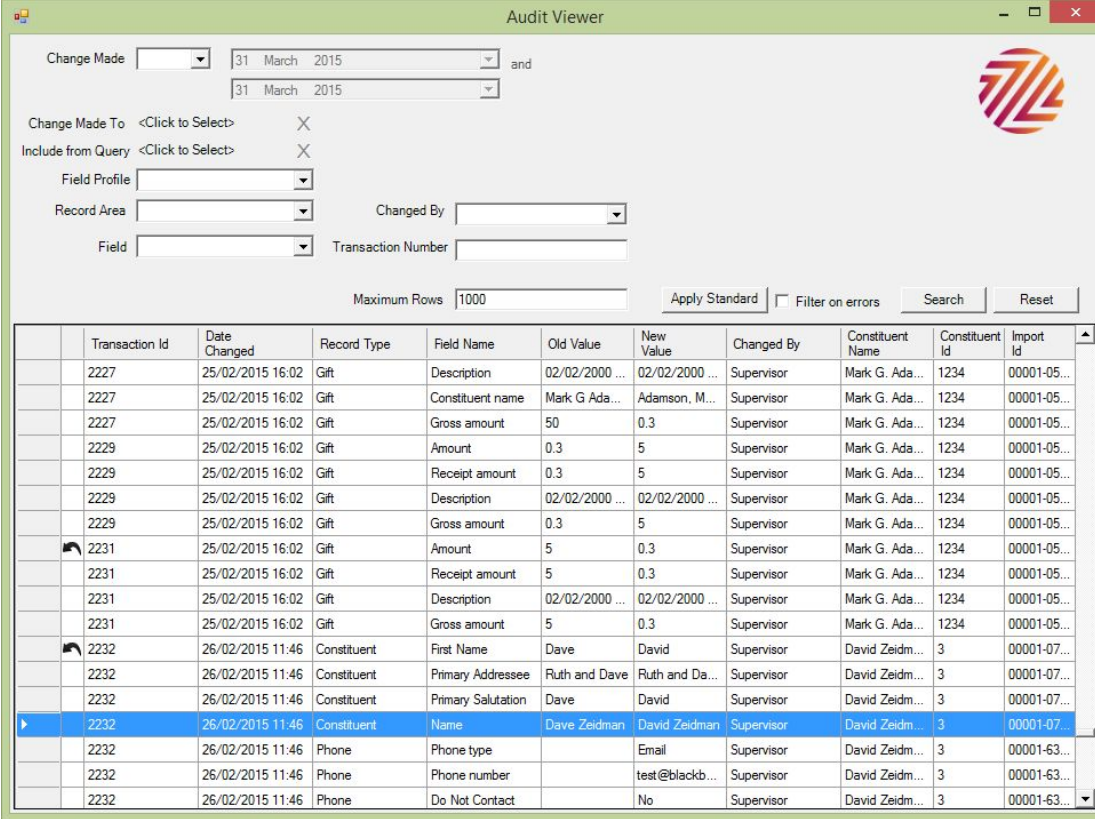
Export...

Go to constituent David Zeidman (3)

Revert Value

When you revert a field a black ‘undo’ arrow will appear in the left hand column, this will stay in place for your entire Audit Trail session, if you exit the plug-in and come back in your reversions will now show as changes themselves in the audit log.





| Transaction Id | Date Changed | Record Type | Field Name | Old Value | New Value | Changed By | Constituent Name | Constituent Id | Import Id |
|----------------|------------------|-------------|--------------------|----------------|----------------|------------|------------------|----------------|-------------|
| 2227 | 25/02/2015 16:02 | Gift | Description | 02/02/2000 ... | 02/02/2000 ... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2227 | 25/02/2015 16:02 | Gift | Constituent name | Mark G. Ada... | Adamson, M... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2227 | 25/02/2015 16:02 | Gift | Gross amount | 50 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2229 | 25/02/2015 16:02 | Gift | Amount | 0.3 | 5 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2229 | 25/02/2015 16:02 | Gift | Receipt amount | 0.3 | 5 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2229 | 25/02/2015 16:02 | Gift | Description | 02/02/2000 ... | 02/02/2000 ... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2229 | 25/02/2015 16:02 | Gift | Gross amount | 0.3 | 5 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2231 | 25/02/2015 16:02 | Gift | Amount | 5 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2231 | 25/02/2015 16:02 | Gift | Receipt amount | 5 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2231 | 25/02/2015 16:02 | Gift | Description | 02/02/2000 ... | 02/02/2000 ... | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2231 | 25/02/2015 16:02 | Gift | Gross amount | 5 | 0.3 | Supervisor | Mark G. Ada... | 1234 | 00001-05... |
| 2232 | 26/02/2015 11:46 | Constituent | First Name | Dave | David | Supervisor | David Zeidm... | 3 | 00001-07... |
| 2232 | 26/02/2015 11:46 | Constituent | Primary Addressee | Ruth and Dave | Ruth and Da... | Supervisor | David Zeidm... | 3 | 00001-07... |
| 2232 | 26/02/2015 11:46 | Constituent | Primary Salutation | Dave | David | Supervisor | David Zeidm... | 3 | 00001-07... |
| 2232 | 26/02/2015 11:46 | Constituent | Name | Dave Zeidman | David Zeidman | Supervisor | David Zeidm... | 3 | 00001-07... |
| 2232 | 26/02/2015 11:46 | Phone | Phone type | | Email | Supervisor | David Zeidm... | 3 | 00001-63... |
| 2232 | 26/02/2015 11:46 | Phone | Phone number | | test@blackb... | Supervisor | David Zeidm... | 3 | 00001-63... |
| 2232 | 26/02/2015 11:46 | Phone | Do Not Contact | | No | Supervisor | David Zeidm... | 3 | 00001-63... |

Please note you cannot undo deletions or read only fields. Some changes must be reverted using a specific field, this is based on fields that are editable in RE, for example you cannot revert 'name' but you can revert 'first name' and 'last name'.

Some fields are dependent on others and so reverting one field may change another. E.g. if you revert a name change the salutation will change to reflect this as it would if you made the change directly on the record. These reversions and associated changes will also be shown as changes in the audit viewer.

Validatrix and Standards Audit

Validatrix allows you to set up rules for data entry, you can choose to stop users from being able to save or you can create an audit standard you can check from within the viewer.

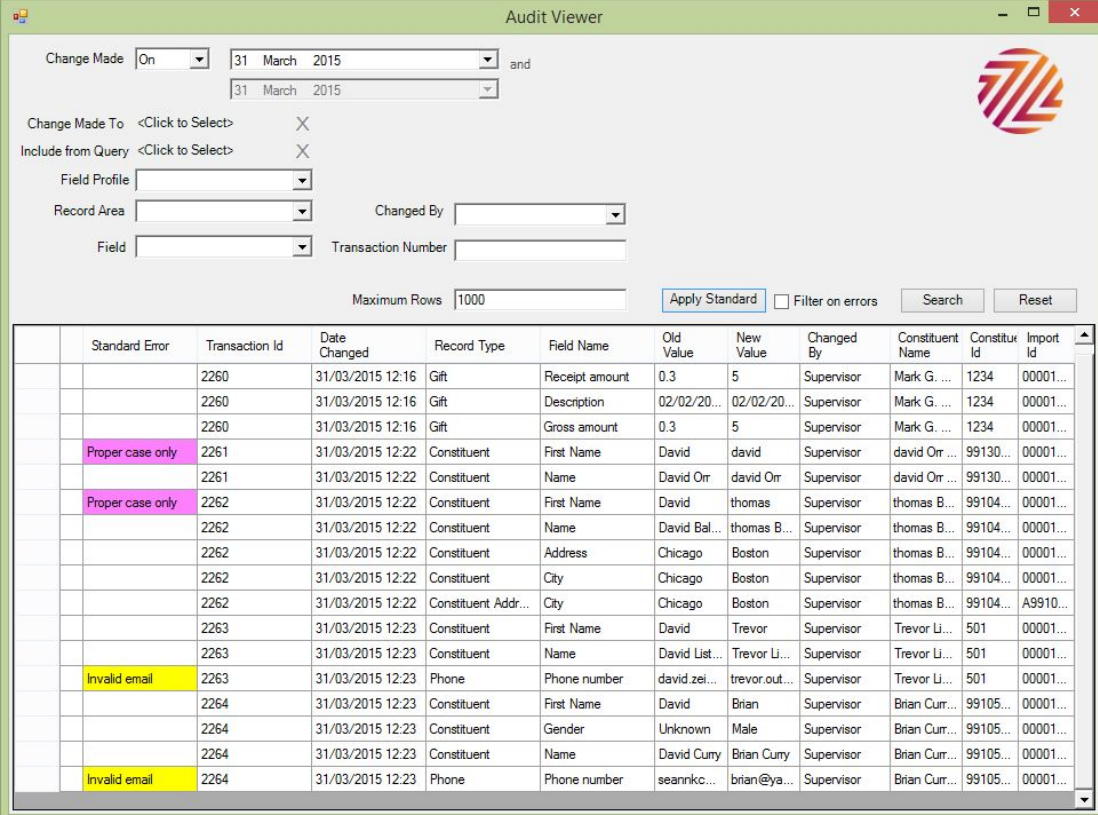
You can see in the above screenshots the 'apply standards audit' button. This means you can apply the rules you set up in Validatrix rules to your search in order to very clearly see the changes that have been made that do not meet your internal guidelines on entering/editing data.

Before you run the standards audit you need to define your rules, you can do this in the Validatrix config plug-in. Please see our separate [Validatrix user guide](#) for setting up these rules and standards.



For all rules you can choose a background and a text colour, these will highlight your broken rules in the Audit Trail viewer so you can quickly distinguish between the different errors that have been made.

Run the audit, then click the 'apply standards audit' button (this will only apply to the records shown) and you can clearly see the colour-coded errors on the screen.



The screenshot shows the 'Audit Viewer' application window. At the top, there are filters for 'Change Made' (On), dates (31 March 2015), and 'Include from Query'. Below these are dropdowns for 'Field Profile', 'Record Area', 'Field', and 'Transaction Number'. A 'Maximum Rows' field is set to 1000. Buttons for 'Apply Standard', 'Filter on errors', 'Search', and 'Reset' are visible. The main table displays audit results with columns: Standard Error, Transaction Id, Date Changed, Record Type, Field Name, Old Value, New Value, Changed By, Constituent Name, Constitutor Id, and Import Id. Rows are color-coded: pink for 'Proper case only' and yellow for 'Invalid email'.

| Standard Error | Transaction Id | Date Changed | Record Type | Field Name | Old Value | New Value | Changed By | Constituent Name | Constitutor Id | Import Id |
|------------------|----------------|------------------|---------------------|----------------|---------------|---------------|------------|------------------|----------------|-----------|
| | 2260 | 31/03/2015 12:16 | Gift | Receipt amount | 0.3 | 5 | Supervisor | Mark G. ... | 1234 | 00001... |
| | 2260 | 31/03/2015 12:16 | Gift | Description | 02/02/20... | 02/02/20... | Supervisor | Mark G. ... | 1234 | 00001... |
| | 2260 | 31/03/2015 12:16 | Gift | Gross amount | 0.3 | 5 | Supervisor | Mark G. ... | 1234 | 00001... |
| Proper case only | 2261 | 31/03/2015 12:22 | Constituent | First Name | David | david | Supervisor | david Orr ... | 99130... | 00001... |
| | 2261 | 31/03/2015 12:22 | Constituent | Name | David Orr | david Orr | Supervisor | david Orr ... | 99130... | 00001... |
| Proper case only | 2262 | 31/03/2015 12:22 | Constituent | First Name | David | thomas | Supervisor | thomas B... | 99104... | 00001... |
| | 2262 | 31/03/2015 12:22 | Constituent | Name | David Bal... | thomas B... | Supervisor | thomas B... | 99104... | 00001... |
| | 2262 | 31/03/2015 12:22 | Constituent | Address | Chicago | Boston | Supervisor | thomas B... | 99104... | 00001... |
| | 2262 | 31/03/2015 12:22 | Constituent | City | Chicago | Boston | Supervisor | thomas B... | 99104... | 00001... |
| | 2262 | 31/03/2015 12:22 | Constituent Addr... | City | Chicago | Boston | Supervisor | thomas B... | 99104... | A9910... |
| | 2263 | 31/03/2015 12:23 | Constituent | First Name | David | Trevor | Supervisor | Trevor Li... | 501 | 00001... |
| | 2263 | 31/03/2015 12:23 | Constituent | Name | David List... | Trevor Li... | Supervisor | Trevor Li... | 501 | 00001... |
| Invalid email | 2263 | 31/03/2015 12:23 | Phone | Phone number | david.zei... | trevor.out... | Supervisor | Trevor Li... | 501 | 00001... |
| | 2264 | 31/03/2015 12:23 | Constituent | First Name | David | Brian | Supervisor | Brian Curr... | 99105... | 00001... |
| | 2264 | 31/03/2015 12:23 | Constituent | Gender | Unknown | Male | Supervisor | Brian Curr... | 99105... | 00001... |
| | 2264 | 31/03/2015 12:23 | Constituent | Name | David Cury | Brian Cury | Supervisor | Brian Curr... | 99105... | 00001... |
| Invalid email | 2264 | 31/03/2015 12:23 | Phone | Phone number | seannkc... | brian@ya... | Supervisor | Brian Curr... | 99105... | 00001... |

To focus on these data standards more closely you can check the box to filter by only those records that break your standards rules. This will remove all other fields and show you only those highlighted by your rules.



Audit Viewer

Change Made On 31 March 2015 and 31 March 2015

Change Made To <Click to Select> ✕


Include from Query <Click to Select> ✕

Field Profile

Record Area Changed By

Field Transaction Number

Maximum Rows 1000 Apply Standard ☒ Filter on errors Search Reset



| | Standard Error | Transaction Id | Date Changed | Record Type | Field Name | Old Value | New Value | Changed By | Constitute Name | Constit Id | Import Id |
|---|------------------|----------------|------------------|-------------|--------------|------------|-------------|------------|-----------------|------------|-----------|
| ▶ | Proper case only | 2261 | 31/03/2015 12:22 | Constituent | First Name | David | david | Supervisor | david ... | 991... | 000... |
| | Proper case only | 2262 | 31/03/2015 12:22 | Constituent | First Name | David | thomas | Supervisor | thomas... | 991... | 000... |
| | Invalid email | 2263 | 31/03/2015 12:23 | Phone | Phone number | david.z... | trevor.o... | Supervisor | Trevor ... | 501 | 000... |
| | Invalid email | 2264 | 31/03/2015 12:23 | Phone | Phone number | seannk... | brian@... | Supervisor | Brian C... | 991... | 000... |

Global Audit Trail

Unfortunately it is not possible to audit changes made through The Raiser's Edge global change and global delete modules. The events that the Audit Trail captures when a record is changed do not happen during the global change and delete processes so the Audit Trail is unable to capture those changes directly.

The Global Audit Trail plug-in allows the user to specify a query of records that are due to be changed or deleted. The process stores the before values. You perform the global change in The Raiser's Edge and then come back to the Global Audit Trail plug-in to capture the changes that have been made.

This is shown below in sequence:



Audit a Global Change

Steps Required

- 1. Select whether global delete or change**
2. Select the query used in the global change
3. Record current state of the records
4. Go to the Global Change and run it
5. Audit changed records


☒ Global Change
☐ Global Delete

Next

Audit a Global Change

Steps Required

1. Select whether global delete or change
- 2. Select the query used in the global change**
3. Record current state of the records
4. Go to the Global Change and run it
5. Audit changed records

Query: 

Next



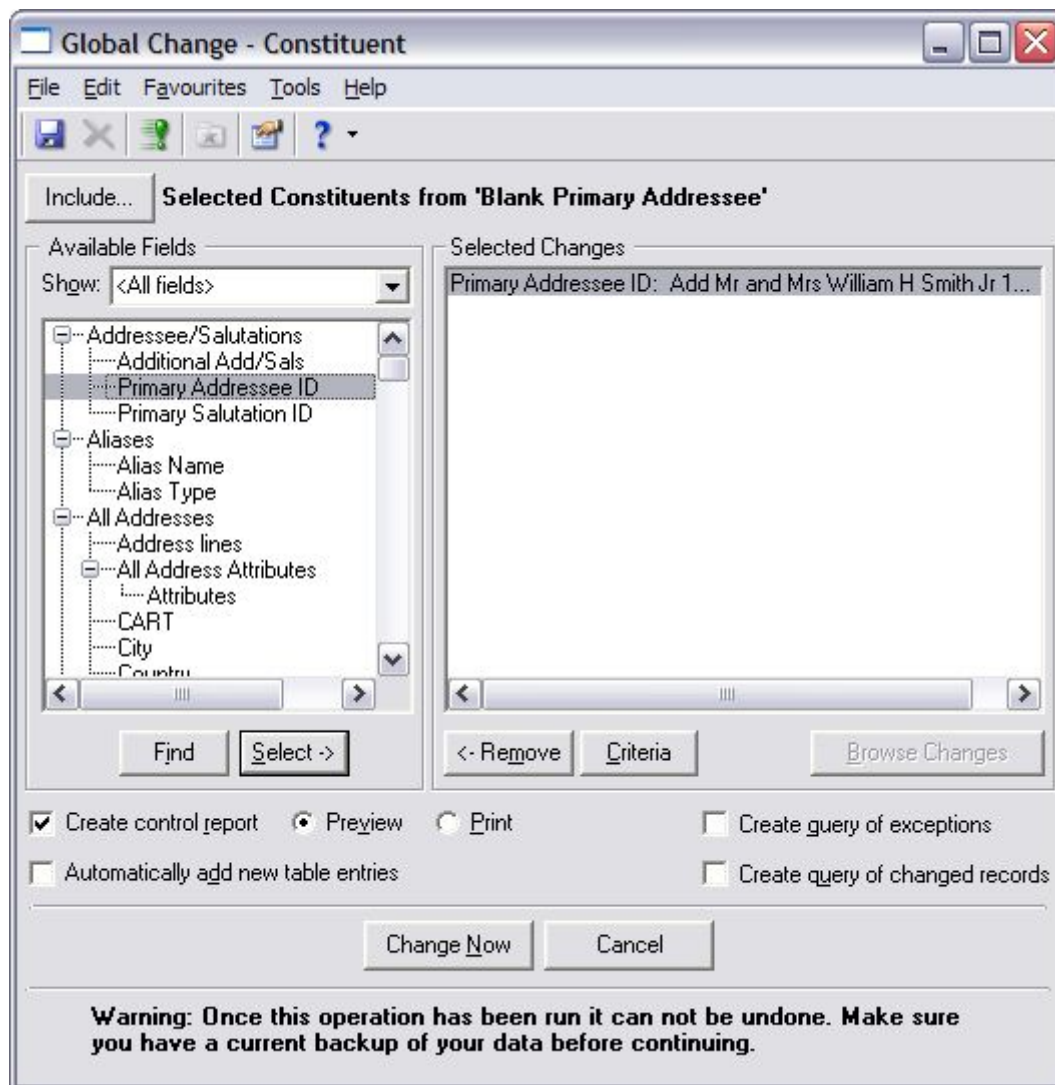


Note that step three can take some time depending on the numbers being changed.



At this stage we go to The Raiser's Edge and using the same query we perform the global change or global delete. Leave the Global Audit Trail window open as otherwise the audit will not work.





Then once that has completed we go back to the Global Audit Trail plug-in and complete the last step.





Again depending on the size of the query this may take a while to run.

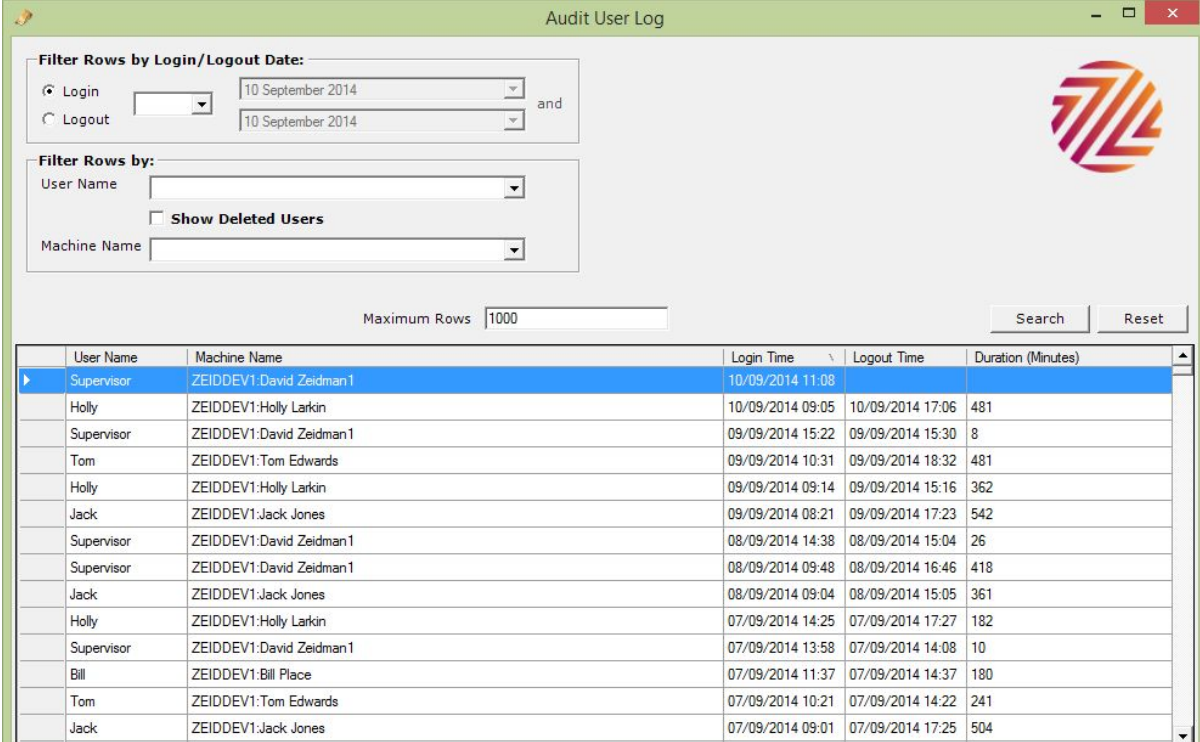


The process is now complete with any changes having been audited.



Audit User

Audit User gives you the ability to examine when users logged into and out of The Raiser's Edge. The module is based on data that has been collected by The Raiser's Edge since version 7.9 so may well be prepopulated with data.



Audit User Log

Filter Rows by Login/Logout Date:

☒ Login and ☐ Logout

Filter Rows by:

User Name

☐ Show Deleted Users

Machine Name

Maximum Rows

| | User Name | Machine Name | Login Time | Logout Time | Duration (Minutes) |
|---|------------|-------------------------|------------------|------------------|--------------------|
| ▶ | Supervisor | ZEIDDEV1:David Zeidman1 | 10/09/2014 11:08 | | |
| | Holly | ZEIDDEV1:Holly Larkin | 10/09/2014 09:05 | 10/09/2014 17:06 | 481 |
| | Supervisor | ZEIDDEV1:David Zeidman1 | 09/09/2014 15:22 | 09/09/2014 15:30 | 8 |
| | Tom | ZEIDDEV1:Tom Edwards | 09/09/2014 10:31 | 09/09/2014 18:32 | 481 |
| | Holly | ZEIDDEV1:Holly Larkin | 09/09/2014 09:14 | 09/09/2014 15:16 | 362 |
| | Jack | ZEIDDEV1:Jack Jones | 09/09/2014 08:21 | 09/09/2014 17:23 | 542 |
| | Supervisor | ZEIDDEV1:David Zeidman1 | 08/09/2014 14:38 | 08/09/2014 15:04 | 26 |
| | Supervisor | ZEIDDEV1:David Zeidman1 | 08/09/2014 09:48 | 08/09/2014 16:46 | 418 |
| | Jack | ZEIDDEV1:Jack Jones | 08/09/2014 09:04 | 08/09/2014 15:05 | 361 |
| | Holly | ZEIDDEV1:Holly Larkin | 07/09/2014 14:25 | 07/09/2014 17:27 | 182 |
| | Supervisor | ZEIDDEV1:David Zeidman1 | 07/09/2014 13:58 | 07/09/2014 14:08 | 10 |
| | Bill | ZEIDDEV1:Bill Place | 07/09/2014 11:37 | 07/09/2014 14:37 | 180 |
| | Tom | ZEIDDEV1:Tom Edwards | 07/09/2014 10:21 | 07/09/2014 14:22 | 241 |
| | Jack | ZEIDDEV1:Jack Jones | 07/09/2014 09:01 | 07/09/2014 17:25 | 504 |

The filter rows sections allows you to filter by login or logout dates as well as filtering by the user name or machine name.

Right click on a row to either export the grid to Excel or to open the user's timesheet.

| User Name | Machine Name |
|------------|-------------------------|
| Supervisor | ZEIDDEV1:David Zeidman1 |
| Holly | ZEIDDEV1:Holly Larkin |
| Supervisor | ZEIDDEV1:David Zeidman1 |
| Tom | ZEIDDEV1:Tom Edwards |
| Holly | ZEIDDEV1:Holly Larkin |
| Jack | ZEIDDEV1:Jack Jones |

Export...
Open Timesheet...



User Timesheet

User Name/ID

Supervisor

User Created/Changed

User Created

23/08/1999

Last Changed

31/07/2014

User Login Summary

First Login

17/01/2014

Last Login

10/09/2014

User Session Summary

| | Duration | Date |
|----------|-------------------------------------|------------|
| Shortest | 1 sec | 12/05/2014 |
| Longest | 13 days, 23 hours, 25 mins, 29 secs | 27/05/2014 |
| Average | 4 hours, 50 mins, 42 secs | |

The timesheet shows summary information about the user's activity.



Appendix A

Feature Comparison

| Feature | Free | Professional |
|---|------|--------------|
| What is Audited? | | |
| New Records | | ✓ |
| Updates | | ✓ |
| Deletions | ✓ | ✓ |
| Imports | | ✓ |
| Gift Batch | | ✓ |
| Global Change (via plug-in) | | ✓ |
| | | |
| Constituent Audit | | |
| Constituent Biographical | ✓ | ✓ |
| Constituent Addresses and phones | ✓ | ✓ |
| Constituent Address Attributes | ✓ | ✓ |
| Constituent Attributes | ✓ | ✓ |
| Constituent Notepads | | ✓ |
| Constituent Codes | | ✓ |
| Additional Addressee and Salutations | | ✓ |
| Prospect – General | | ✓ |
| Prospect – Gifts to Other Organisations | | ✓ |
| Prospect – Financial Information | | ✓ |
| Prospect - Ratings | | ✓ |
| Proposals | | ✓ |
| Proposal Attributes | | ✓ |
| Proposal Solicitors/Canvassers | | ✓ |
| Solicit Codes | | ✓ |
| GiftAid Declarations (UK Only) | | ✓ |
| Consent | | ✓ |
| | | |
| Gift Audit | | |
| Gift Count | ✓ | |



| | | |
|---|---|---|
| Gift Information | | ✓ |
| Gift Attributes | | ✓ |
| Soft Credits | | ✓ |
| Gift Notepads | | ✓ |
| Fund | | ✓ |
| Fund Attributes | | ✓ |
| Campaigns | | ✓ |
| Campaign Attributes | | ✓ |
| Package | | ✓ |
| Package Attributes | | ✓ |
| Appeals | | ✓ |
| | | |
| Action Audit | | ✓ |
| Action Count | ✓ | |
| Action Information | | ✓ |
| Action Attributes | | ✓ |
| Action Notepads | | ✓ |
| | | |
| Relationship Audit | | |
| Individual/Organisation/Education/Solicitor (Canvasser) Information | | ✓ |
| Individual/Organisation/Education Attributes | | ✓ |
| | | |
| Participant Audit | | |
| Participant Information | | ✓ |
| Participant Attributes | | ✓ |
| | | |
| Volunteer Audit | | |
| Volunteer Assignment | | ✓ |
| Volunteer Award | | ✓ |
| Volunteer Checklist | | ✓ |
| Volunteer Course | | ✓ |
| Volunteer Interest | | ✓ |
| Volunteer Mandate | | ✓ |
| Volunteer Medical Details | | ✓ |
| Volunteer Skills | | ✓ |
| Volunteer Timesheet | | ✓ |



| | | |
|----------------------------------|---|---|
| Volunteer Type | | ✓ |
| | | |
| Membership Audit | | |
| Membership | | ✓ |
| Membership Attributes | | ✓ |
| Membership Benefits | | ✓ |
| Membership Cards | | ✓ |
| | | |
| Miscellaneous | | |
| Audit in Log File | ✓ | |
| Searchable Audit Viewer Plug-in | | ✓ |
| Global Change Processing Plug-in | | ✓ |
| Standards Audit | | ✓ |
| Revert Changes | | ✓ |
| Validatrix | | ✓ |
| Audit User | | ✓ |

