



Module „Audit-Trail“

*Manual for installation*  
*and usage of the module*  
*“Audit-Trail”*



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## 1) Contents of the package

The package consists of a Zip-file containing the following files:

- |   |                           |                                    |
|---|---------------------------|------------------------------------|
| 1 | labmatica_audit_trail.jar | The module "Labmatica-Audit-Trail" |
| 2 | Audit-Trail-Manual.pdf    | A copy of this guide as a PDF      |



## 2) Features of the module

The features of the module “Labmatica-Audit-Trail” are the following:

- Recording all changes made to the database
- Displaying these changes in a neat overview
- Approving sensitive actions by the signature of a user
- Prompting for a re-login after a certain time span of inactivity
- Protection against unauthorized removal of the module



### 3) Installation of the module

#### Step 1: Installation of the module-file

To install the module “Labmatica-Audit-Trail“, you have to perform the following steps:

1. Unzip the file that was shipped with the package
2. Copy the file “labmatica\_audit\_trail.jar” into the Lib-folder of your Labmatica-installation

#### Step 2: Start the system

Now, the system is ready to use the module. The next time you start the system it will automatically detect the presence of the module and use its functionality. You can verify the activity of the module by logging in as an administrator. Then, in the configuration-tab, choose the tab “Modules”. The checkbox beside “E-Signature and Audit-Trail (FDA-compliance)” will now be selected.

**Note:** Removing the module from the Lib-folder after installation will cause an inability of starting the system. To uninstall the module you will first have to uncheck the specified checkbox in the Modules-panel of the configuration and save the settings. Only then you will be able to remove the module and continue working with the system.

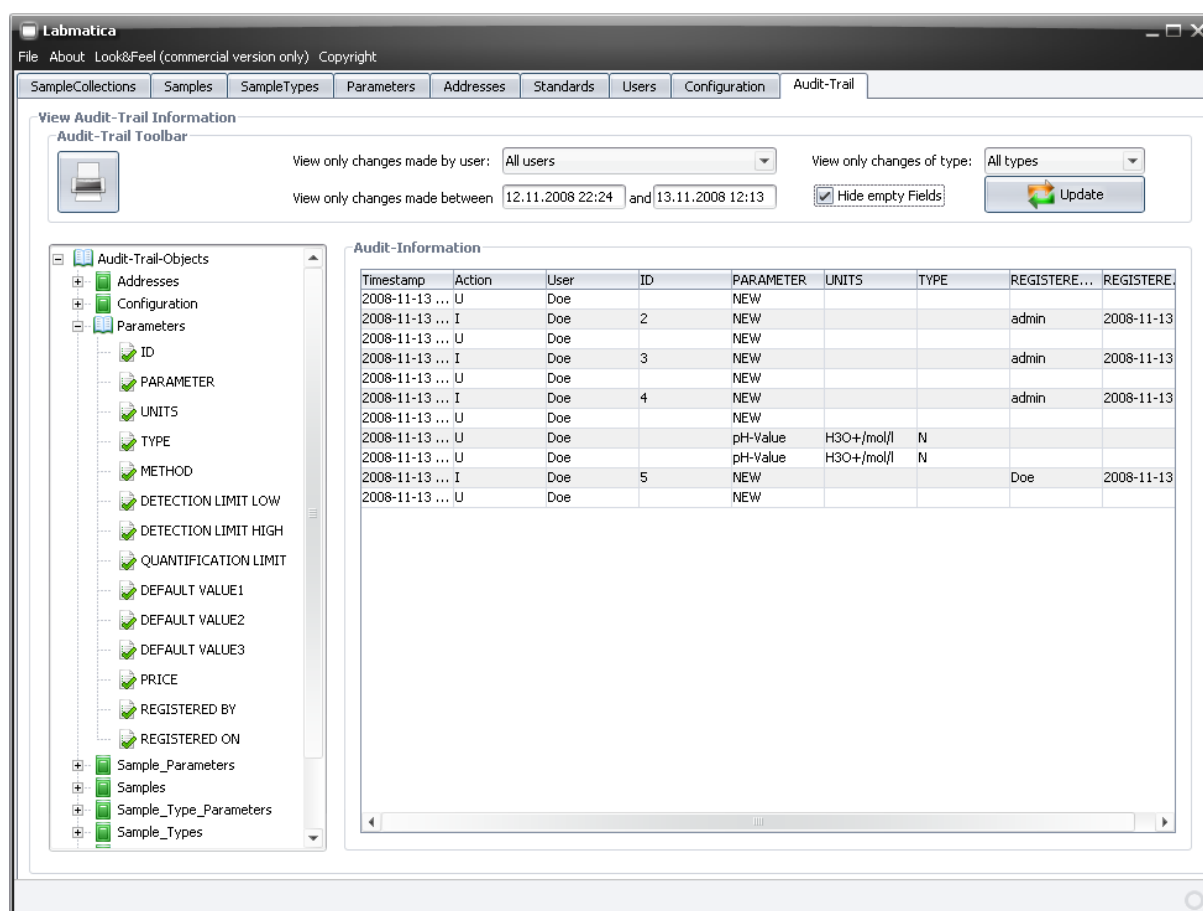
## 4) Usage of the module

### Recording Audit-Trail-Data

The records of the changes made to the database will be made automatically in the background every time you change any properties of the database-objects: So, in order to use this feature, no further steps are needed.

### Displaying Audit-Trail-Data

To display the changes in the overview, you have to login as an administrator. There will be a new tab in the main-window called "Audit-Trail". The content of the window looks like this:



To use this overview, you should first choose the audit-trail-object of interest from the left. Each of the nodes of that tree represents an object of the database that is observed by the audit-trail. When you click on one of them, then it will expand and show all the parameters it contains. Then there will be also displayed the audit-data, that is stored related to that object in the audit-information-window in the lower right.

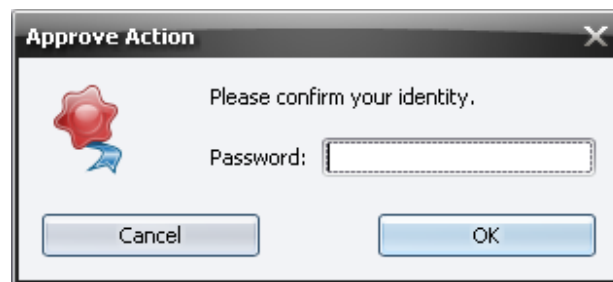
To go further with the preparation of the overview you can go to the toolbar on the top of the window. There you have some the possibility to change the filter-settings. You can use them to limit the view of the data to the parameters of importance. In the first one, you can select a user of the system. This will restrict the displayed data to all changes made by this user.

Beneath of that you can restrict the view to changes that were made within a certain period of time. When you have changed one of the dates, then you have to click on the “Update”-button on the right. In the upper right of the toolbar you can determine the kind of changes that were made to the database. Possible values are “Insert”, “Update”, “Delete” or any combination of them.

To make the overview more lucid, you can exclude fields that do not contain empty values by checking the checkbox “Hide empty Fields”. Finally, to refine the displayed data, you can go back to the tree view and include or exclude some parameters of the object currently displayed by clicking on them. Their state is shown either through a small green hook or a red cross.

### Approving sensitive actions

Every time, the user wants to execute a sensitive action, he is prompted for his signature. This means, that he has to enter his password to approve the specified action. The following picture shows the input mask that pops up in this case:



When the password is correct, then the specified action will be accomplished. If the password is incorrect, then the user will be asked again. In the case, that the user cancels the confirmation, then the action will not be performed.

### Re-Login after inactivity

The re-login appears, when the user has left the system running and returns to the workstation after a specified period of time. Then, he has to enter his password in the following input mask:



## 5) Configuration of the module

The configuration-tab of this module is reachable over the main-configuration-tab of the system in the main-window. There is a tab called “FDA-Audit-Trail/E-Signature”. As you can see in the picture below, the only setting you can make is the maximum period of time the user may be inactive without being requested for his login-data. The range of possible values goes from 1 to 60 minutes. The default-value is 15 minutes.

