USERMANUAL

SYSTEM MODULE & AUDIT TRAIL

Creation/ Modification History Record Card

SL	Date	Version	Description	Changed by	Approved/Reviewed by
1		1	Version 1.0	Taukir Hasan	
2					

Table of Contents

1. PURPOSE

The purpose of this document is to outline and describe the features of System Module. It will serve as guide on Administration, Menu Control, User Control, Authorization, User Profile.

Administration will explain about Password Policy Define, Notice Entry, Help Entry.

Menu Control will explain how to Add/Edit Menu/pages/reports.

User Control will explain about Role Creation, Role Rights, User Creation, New User Approve, Reset Password, Program Assign To User, Change User Info, Change User Status.

Authorization will explain how to perform Change Request Approval.

Audit Trail will explain how to define new audit for specific tables or data, view user access log, view audit update information, view audit delete information, view user login report.

1.1. ADMINISTRATION

1.1.1. PASSWORD POLICY

PURPOSE

IT Admin User will use this screen/activity todefine user’s password conventions & Policy for the system’s security purpose. It can be changeable any time if needed by Admin User only.

MENU

Security Module ➢Administrative >> Password Policy Setup

USER INTERFACE: PASSWORD POLICY

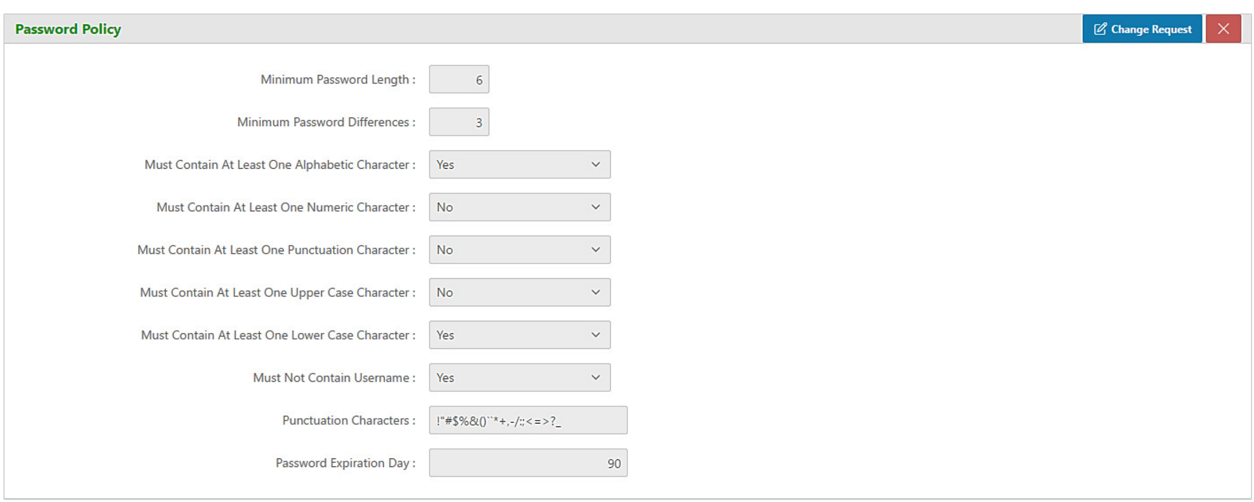


Figure: Password Policy

PERFORM PASSWORD POLICY ENTRY

Steps to Execute:

1. Open Password Policy entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Minimum Password Length.
4. Enter (input) Minimum Password Differences.
5. Select Password Must Contain at Least One Alphabetic Character or Not from Dropdown List.
6. Select Password Must Contain at Least One Numeric Character or Not from Dropdown List.
7. Select Password Must Contain at Least One Punctuation Character or Not from Dropdown List.
8. Select Password Must Contain at Least One Upper Case Character or Not from Dropdown List.
9. Select Password Must Not Contain Username or Not from Dropdown List.
10. Enter (input) Punctuation Characters.
11. Enter (input) Password Expiration Day.
12. Enter (input) Password Notification Day.
13. After clicking on ‘Apply Changes’ button the data will be saved and you will see a message of "Password Policy saved successfully".
14. To DiscontinuePassword Policy, click on ‘Cancel’ button.

Note: **During Password Policy Some input field will be filled by the pre-defined data.**

1.1.2. NOTICE ENTRY

PURPOSE

IT Admin User will use this screen/activity toCreate new Notice for System Users. It can be changeable any time if needed by Admin User only.

MENU

Security Module ➢Administrative >> Notice Entry

USER INTERFACE: NOTICE ENTRY

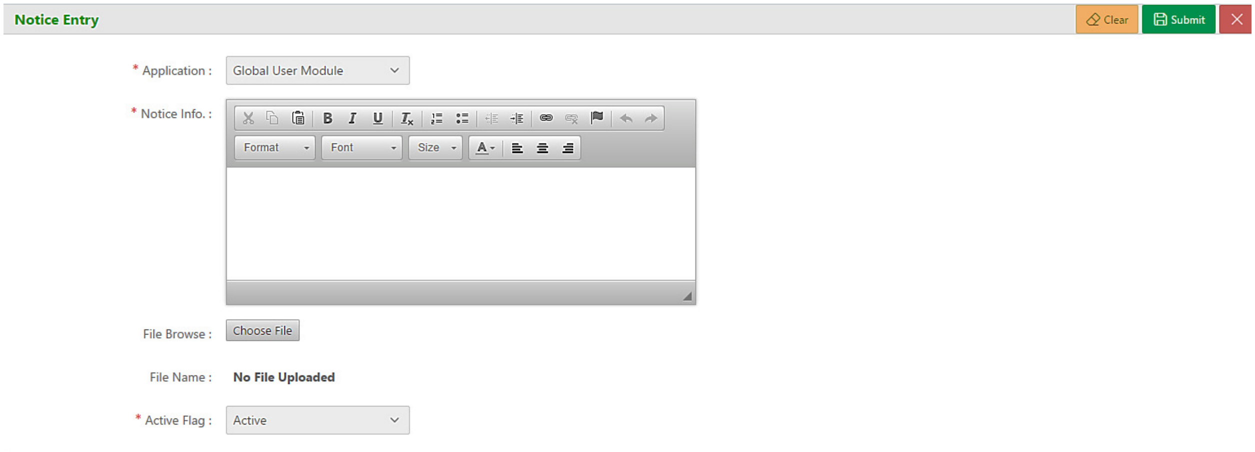


Figure:Notice Entry

PERFORM NOTICE ENTRY

<u>Steps to Execute:</u>

1. Open Notice Entry page from the menu.
2. Select Application To Add Notice for that specific Application.
3. All input field which is indicate with (*) symbol are mandatory field.
4. Enter (input) Notice in HTML Editor.
5. Upload File if needed.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Saved successfully".
7. To DiscontinueNotice Entry, click on 'Cancel' button.
8. To Clear all the Textboxes, click on 'Clear' button.

Note: **During Notice EntrySome input field will be filled by the pre-defined data.**

1.1.3. HELP ENTRY

PURPOSE

IT Admin User will use this screen/activity tocreate Help Guides for betterment of the system users to perform operations. It can be changeable any time if needed by Admin User only.

MENU

Security Module ➢Administrative >> Help Entry

USER INTERFACE: HELP ENTRY

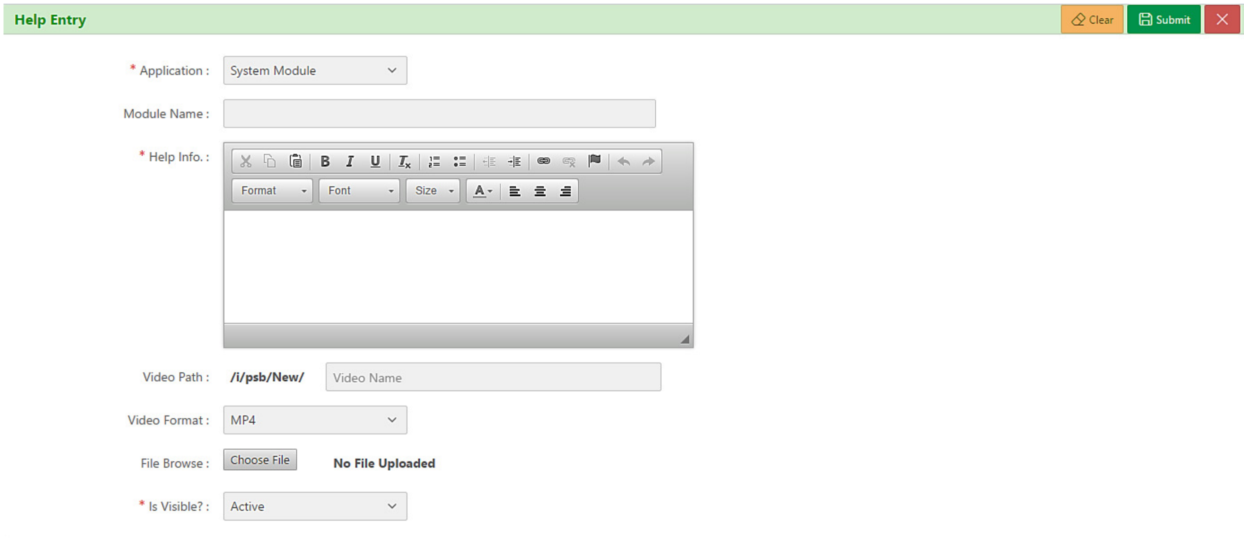


Figure:Help Entry

Perform Help Entry

<u>Steps to Execute:</u>

1. Open Help Entry page from the menu.
2. Select Application To Add Notice for that specific Application.
3. All input field which is indicate with (*) symbol are mandatory field.
4. Enter (input) Module Name.
5. Enter (input) Notice in HTML Editor.
6. Enter (input) Video PATH if needed.
7. Upload File if needed.
8. After clicking on 'Submit' button the data will be saved and you will see a message of "Saved successfully".
9. To DiscontinueHelp Entry, click on 'Cancel' button.
10. To Clear all the Textboxes, click on 'Clear' button.

Note: **During Help EntrySome input field will be filled by the pre-defined data.**

1.2. Menu Control

1.2.1. Add/Edit Menu

Purpose

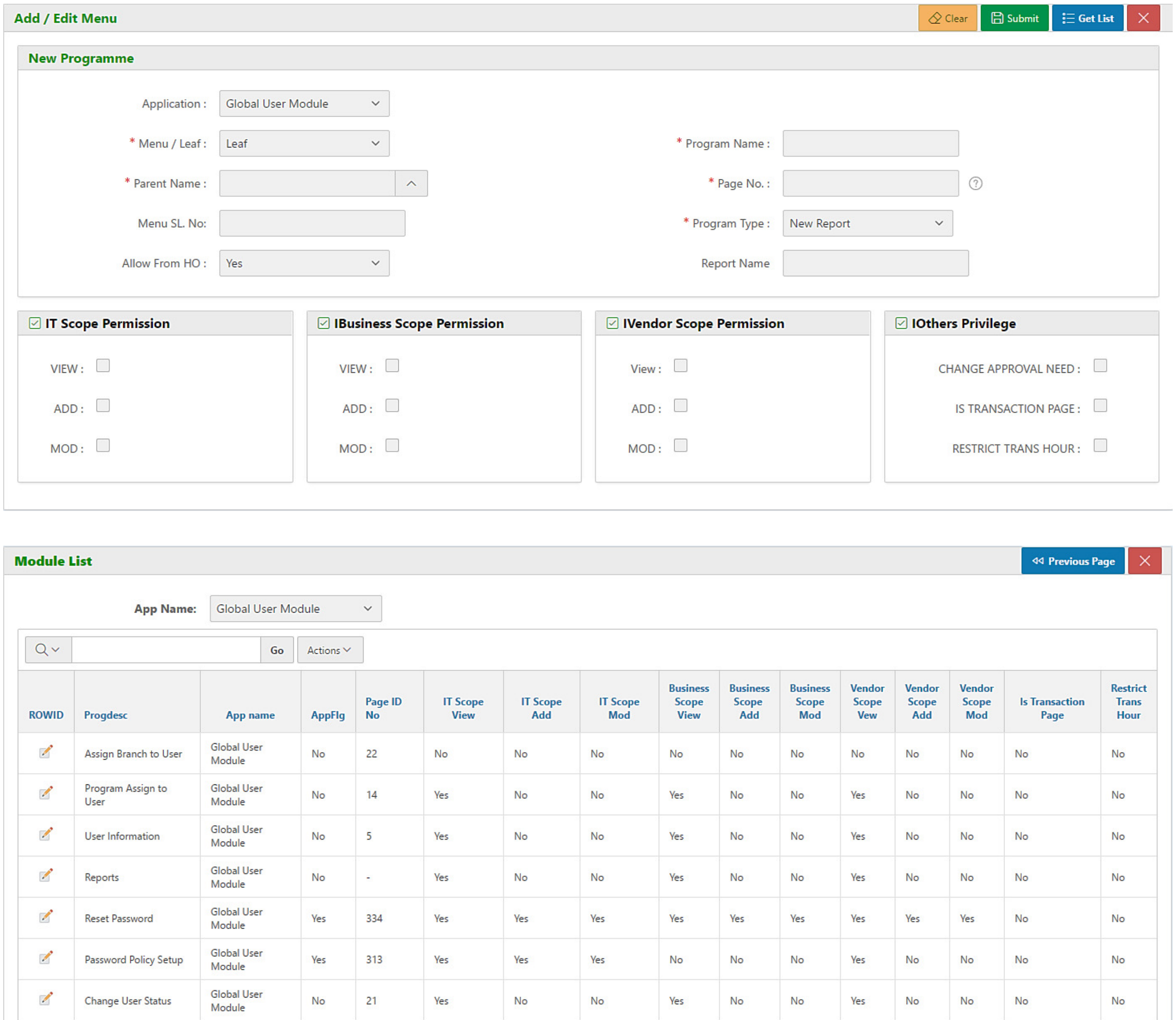
IT Admin User will use this screen/activity to create New menu/leaf/report for any system or sub-system.

Note: **- Role Name must be Unique.**

Menu

Security Module ➢Menu Control >> Add/Edit Menu

User Interface: Add/Edit Menu



ROWID	Progdesc	App name	AppFlg	Page ID No	IT Scope View	IT Scope Add	IT Scope Mod	Business Scope View	Business Scope Add	Business Scope Mod	Vendor Scope Vew	Vendor Scope Add	Vendor Scope Mod	Is Transaction Page	Restrict Trans Hour
	Assign Branch to User	Global User Module	No	22	No	No	No	No	No	No	No	No	No	No	No
	Program Assign to User	Global User Module	No	14	Yes	No	No	Yes	No	No	Yes	No	No	No	No
	User Information	Global User Module	No	5	Yes	No	No	Yes	No	No	Yes	No	No	No	No
	Reports	Global User Module	No	-	Yes	No	No	Yes	No	No	Yes	No	No	No	No
	Reset Password	Global User Module	Yes	334	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	Password Policy Setup	Global User Module	Yes	313	Yes	Yes	Yes	No	No	No	Yes	No	No	No	No
	Change User Status	Global User Module	No	21	Yes	No	No	Yes	No	No	Yes	No	No	No	No

Figure:Add/Edit Menu

Perform Add/Edit Menu

<u>Steps to Execute:</u>

1. Open Add/Edit Menu page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Application from dropdown list.
4. Select Menu/Leaf from dropdown list.
5. If Leaf, then Parent is needed.
6. Enter (input) Program Name.
7. Enter (input) Page No.
8. Enter (input) Menu SL.
9. Select Program Type from dropdown list.
10. Add Permission as needed.

11. After clicking on ‘Submit’ button the data will be saved and you will see a message of "Saved successfully".
12. To See Full List Click on ‘Get List’ button.
13. To DiscontinueAdd/Edit Menu, click on ‘Cancel’ button.
14. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During Add/Edit Menu Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

1.3. User Control

1.3.1. Role Creation

Purpose

IT Admin User will use this screen/activity to create Roles.User can View and Modify Role Information later if needed.

Note:	**- Role Name must be Unique.**

Menu

Security Module ➢User Control ➢ Role Creation

User Interface: Role Creation

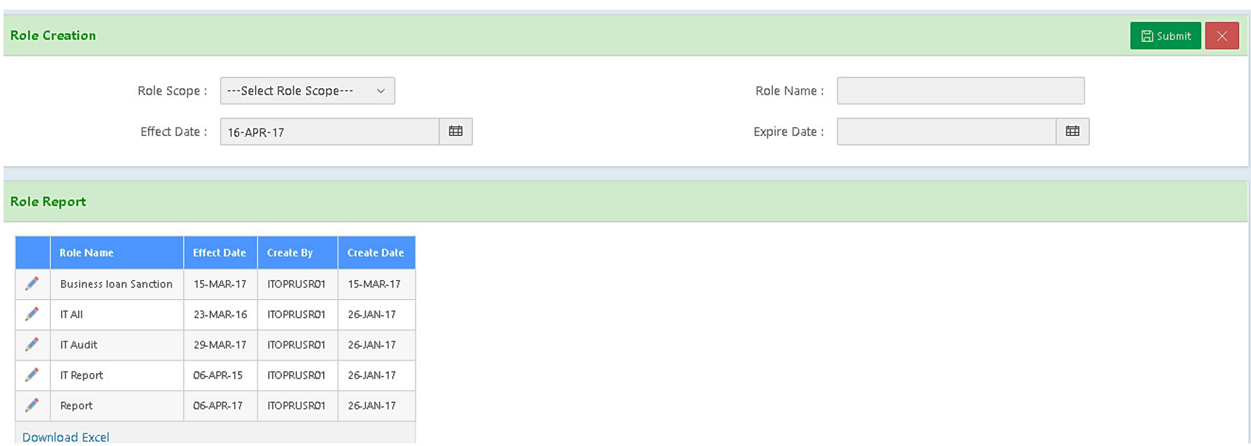


Figure: Role Creation

Perform Role Creation

Steps to Execute:

15. Open Role Creation page from the menu.
16. All input field which is indicate with (*) symbol are mandatory field.
17. Select Role Scope from dropdown list.
18. Enter (input) RoleName.
19. Enter (input) Effect & Expire Date.
20. After clicking on ‘Submit’ button the data will be saved and you will see a message of "Role saved successfully".

21. To DiscontinueRole Creation, click on 'Cancel' button.
22. To Clear all the Textboxes, click on 'Clear' button.

VIEW ROLE INFORMATION

Steps to Execute:

1. Open Role Creation page from the menu.
2. Role List Will be Populated automatically in the View Report Section of Role Creation Page.

MODIFY ROLE INFORMATION

Steps to Execute:

1. Open Role Creation page from the menu.
2. Role List Will be Populated automatically with Edit Mode.
3. Input all modified data and mandatory fields.
4. Press 'Submit' button to save the modified information.
5. To DiscontinueRole Creation, click on 'Cancel' button.
6. To Clear all the Textboxes, click on 'Clear' button.

Note: **During Role CreationSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

1.3.2. ROLE RIGHTS

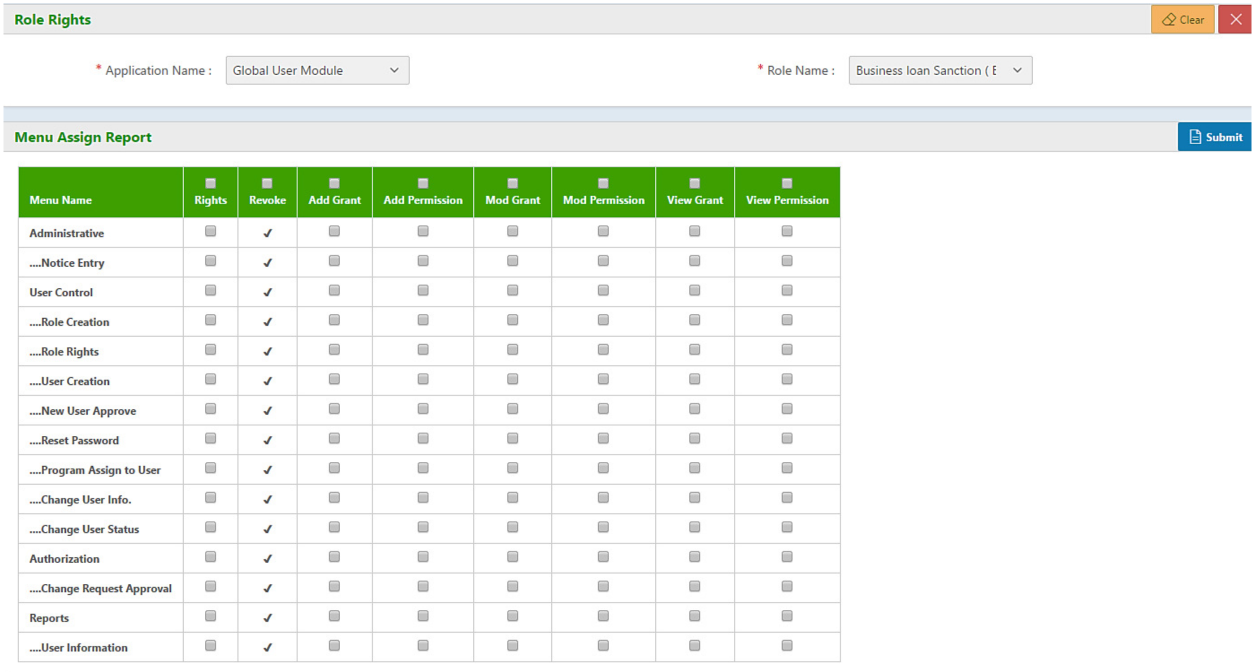
PURPOSE

IT Admin User will use this screen/activity to assign different Rights to different Role.User can view and Modify Rights Information later if needed.

MENU

Security Module ➢User Control ➢ Role Rights

USER INTERFACE: ROLE RIGHTS ASSIGN



Menu Name	Rights	Revoke	Add Grant	Add Permission	Mod Grant	Mod Permission	View Grant	View Permission
Administrative		✓						
....Notice Entry		✓						
User Control		✓						
....Role Creation		✓						
....Role Rights		✓						
....User Creation		✓						
....New User Approve		✓						
....Reset Password		✓						
....Program Assign to User		✓						
....Change User Info.		✓						
....Change User Status		✓						
Authorization		✓						
....Change Request Approval		✓						
Reports		✓						
....User Information		✓						

Figure: Role Rights Assign

Perform Role Rights Assign

Steps to Execute:

1. Open Role RightsAssign page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Application from dropdown list.
4. Select Role Name from Dropdown List.
5. Select Rights by using Checkboxes to Assign to Role.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Complete!!!".

View Role Rights Information

Steps to Execute:

1. Open Role Rights page from the menu.
2. Select Role Name from Dropdown List.
3. Role Rights List Will be Populated automatically.
4. Role Rights will be divided into two regions, one is Rights Already Exists and another is The Rest of Rights.

Modify Role Rights Information

Steps to Execute:

1. Open Role Rights page from the menu.
2. Select Role Name from Dropdown List.
3. Role Rights List Will be Populated automatically.

4. Role Rights will be divided into two regions, one is Rights Already Exists and another is The Rest of Rights.
5. To do change in Rights just remove the specific Rights by Selecting Checkboxes.
6. Press 'Apply Changes' button to save the modified information.

Note:	**During Role Rights Assign Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Role Name, Rights List.**

1.3.3. USER CREATION

PURPOSE

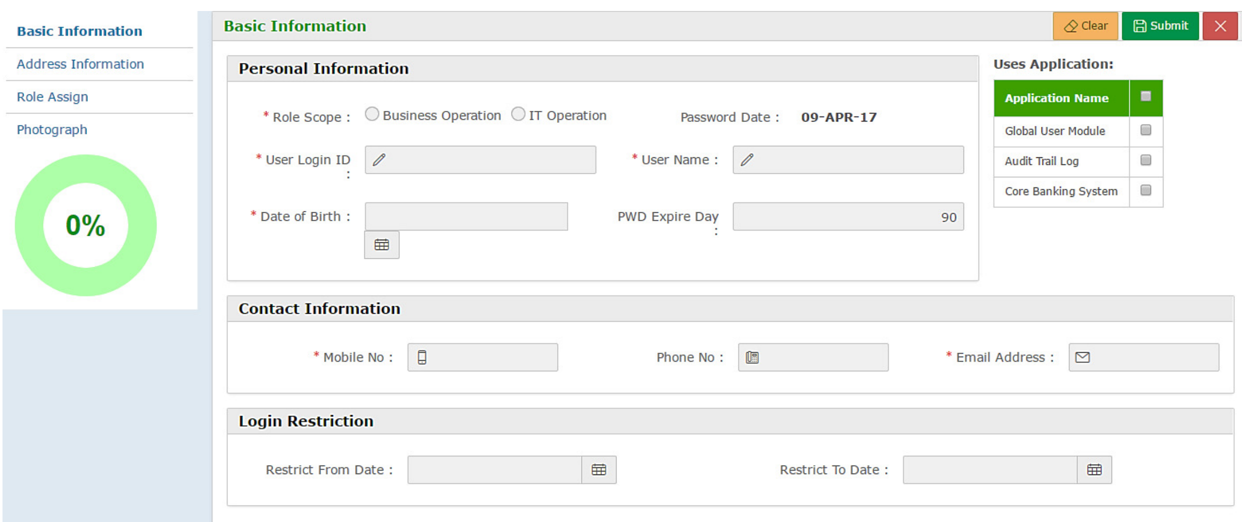
IT Admin Userwill use this screen/activity to Create Users for the system. User Basic Information, Address Information, Role Assign, Photograph will be captured. Created User will be able to login after complete the full user creation process &Approval. Password will be Generated Automatically after User Creation.

Note:	**- IT Admin User Will Get Access ALL by Default.** **- National ID No must be 13 or 17 Digits.** **- Mobile No must be start with 011, 015, 016, 017, 018, 019, 044.** **- 6 Digits User Password will be generated automatically.**

MENU

Business Admin ➢ User Control ➢User Creation

USER INTERFACE: USERINFORMATION ENTRY



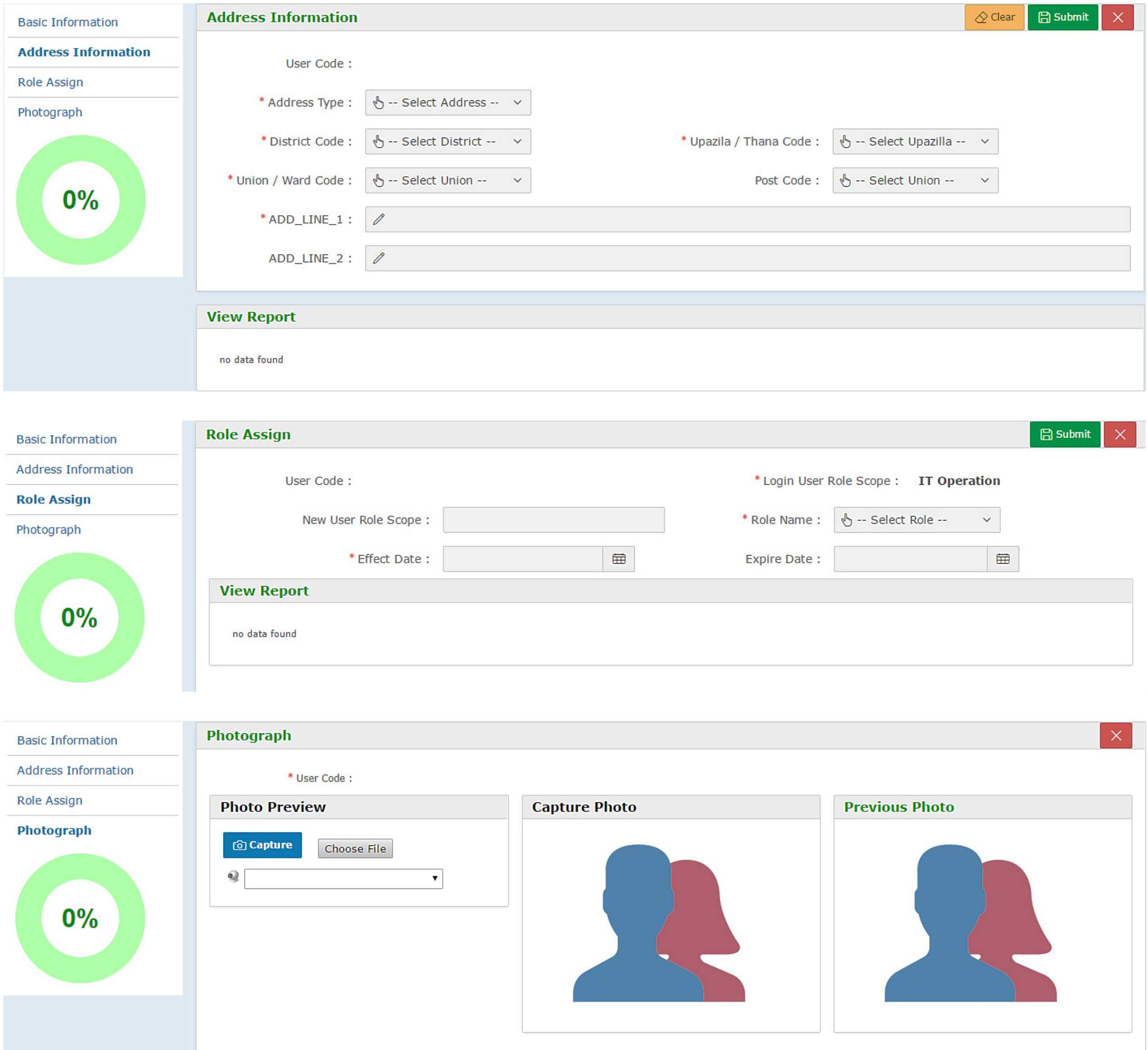


Figure: UserCreation

Perform UserCreation Entry

Steps to Execute:

1. Open User Creation page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Role Scope.
4. Password Date is SYSDATE.
5. Select Application for the user by checkbox.
6. Enter (input) User Login ID.
7. Enter (input) User Name.
8. Enter (input) Date of Birth.
9. Enter (input) Password Expire Date.
10. Enter (input) Mobile No.
11. Enter (input) Email ID [Optional].

12. Enter (input) Telephone No [Optional].
13. Enter (input) Restrict from Date [Optional].
14. Enter (input) Restrict to Date [Optional].
15. Click on ‘Submit’ button to save information. Then Click on ‘Address Information Tab to add address details.
16. Select Address Type from dropdown list.
17. Select District Name from Dropdown List.
18. Select Upazila Name from Dropdown List.
19. Select Union Name from Dropdown List.
20. Select Postal Code from Dropdown List.
21. Enter (input) Address Line 1.
22. Enter (input) Address Line 2.
23. Click on ‘Submit’ button to save information. Then Click on ‘Role Assign’ Tab to add role details.
24. Enter (input) Permanent Address.
25. Select Role Name from Dropdown List.
26. Enter (input) Effect Date.
27. Enter (input) Expire Date.
28. Click on ‘Submit’ button to save information. Then Click on ‘Photograph’ Tab to add user photo.
29. Upload User Image from Local PC or by using Web Camera.
30. User Creation Progress (%) will be shown.
31. After clicking on ‘Submit’ button the data will be saved and you will see a message of "User Creation Successfully Complete & Waiting for Approval" and **System Generated Password is: [######]**.
32. To DiscontinueUser Creation, click on ‘Cancel’ button.
33. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During User Creation Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

1.3.4. New User Approval

Purpose

IT Admin User will use this screen/activity to Approve or Reject User Creation Request. User will be able to login to system after the approval otherwise login is not possible.

Menu

Approval⮚User Control >> New User Approval

User Interface: New User Approval

New User Approval Submit

User Code	User Name	Mobile No.	User DOB	Created User	Check Status	Show Report
testfinal	Final	01748065751	28-APR-90	ADMIN01	Approve Reject Not Change	View Details
HZADF	Gsdsd	01979041699	22-MAR-95	VENDOR	Approve Reject Not Change	View Details
FFFFF	Fdf	01922108240	22-MAR-91	VENDOR	Approve Reject Not Change	View Details
TESTPROGRESSBAR	Test	01922108240	10-MAR-91	VENDOR	Approve Reject Not Change	View Details
GHJFJFJH	Gjhjhgjh	01979041699	22-MAR-95	ALIT	Approve Reject Not Change	View Details
TRRHSHFHFH	Fhfgdf	01979041699	22-MAR-95	ALIT	Approve Reject Not Change	View Details
AFDSFSD	Sdffdfds	01979041699	22-MAR-95	ALIT	Approve Reject Not Change	View Details
ADSDGGD	Dggdasgsdag	01979041699	22-MAR-95	ALIT	Approve Reject Not Change	View Details
RTTETR	Eertr	01979041699	22-MAR-95	ALIT	Approve Reject Not Change	View Details
EWWERQ	Rwrwerwq	01979041699	23-MAR-95	ALIT	Approve Reject Not Change	View Details

Figure:New User Approval

Perform New User Approval

Steps to Execute:

1. Open New User Approval page from the menu.
2. Page will be loaded with All User Request list with Approve/Reject/No Change option. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To DiscontinueNew User Approval, click on 'Cancel' button.

1.3.5. Reset Password

Purpose

IT Admin User will use this screen/activity to Reset User Password through Email or SMS.

Note:

Menu

Business Admin ➢ User Control ➢Reset Password

User Interface: Reset Password

Figure: Reset Password

Perform Reset Password

Steps to Execute:

1. Open Reset Password page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select User Code from Dropdown List.
4. Email & Mobile No will be shown automatic.
5. After clicking on ‘Send’ button, System will send a Email to Corresponding mail address with Password Reset Link.
6. To DiscontinuePassword Reset, click on ‘Cancel’ button.
7. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During Password ResetSome input field will be filled by the pre-defined data. Those data will be select by Dropdown like User Code.**

1.3.6. Program Assign To User

Purpose

IT Admin User will use this screen/activity to assign program/menu/page/leaf/report to any registered and approved user of the system.

Menu

Business Admin ➢ User Control ➢Program Assign To User

User Interface: Program Assign To User

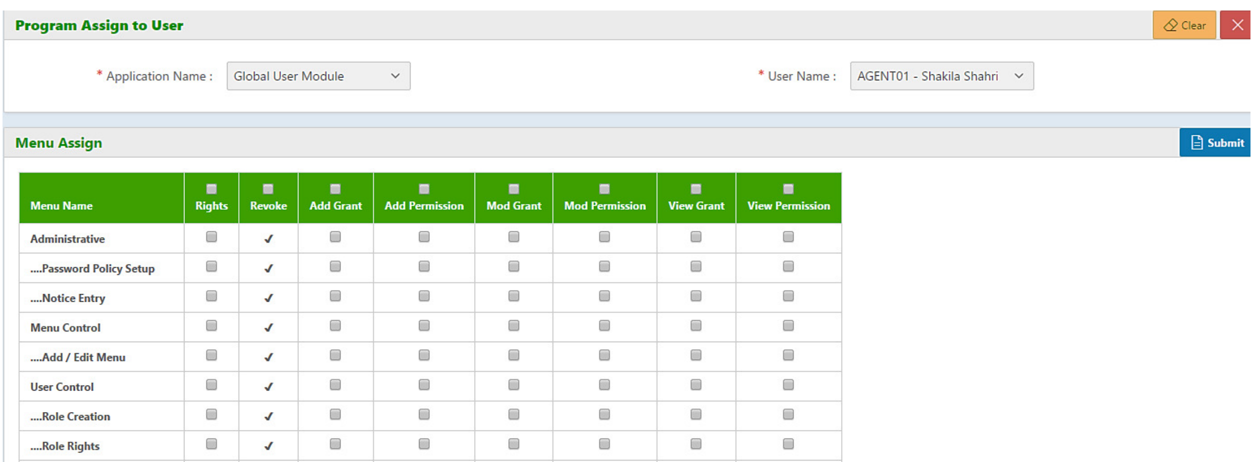


Figure: Program Assign To User

Perform Zone Wise User Permission

<u>**Steps to Execute:**</u>

1. Open Program Assign To User page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Application Name from dropdown list.
4. Select UserName from Dropdown List.
5. System will display Menu List with Permission List with checkboxes.
6. User will give permission to tick the checkboxes.

7. After clicking on ‘Submit’ button the data will be saved and you will see a message of "Information has been saved successfully".
8. To DiscontinueProgram Assign To User, click on ‘Cancel’ button.
9. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During Program Assign To UserSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

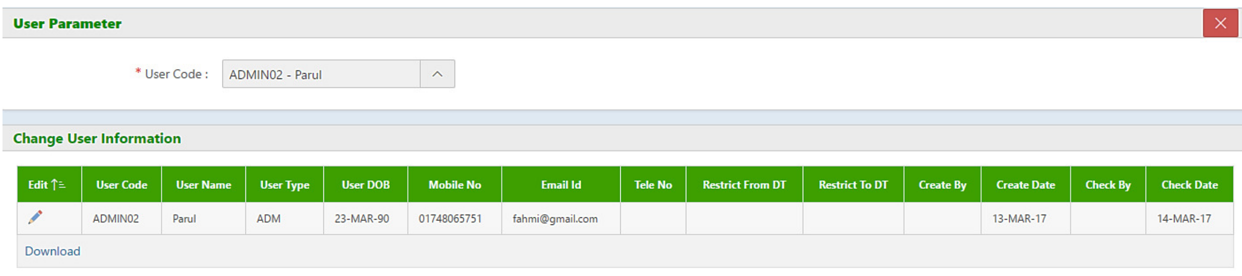
1.3.7. CHANGE USER INFO

PURPOSE

IT Admin User will use this screen/activity to change/modify existing User Information of the system.

Business Admin ➤ User Control ➤Change User Info

USER INTERFACE: CHANGE USER INFO



User Parameter

* User Code : ADMIN02 - Parul

Change User Information

Edit	User Code	User Name	User Type	User DOB	Mobile No	Email Id	Tele No	Restrict From DT	Restrict To DT	Create By	Create Date	Check By	Check Date
	ADMIN02	Parul	ADM	23-MAR-90	01748065751	fahmi@gmail.com					13-MAR-17		14-MAR-17

Download

Figure: Change User Info

PERFORM ROLE ASSIGN

__Steps to Execute:__

1. Open Change User Info page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select User Codefrom Dropdown List.
4. User List will be populated in a table with Edit button.
5. After Clicking on ‘Edit’ button system will redirect to User Creation page in edit mode.
6. After clicking on ‘Submit’ button the data will be saved and you will see a message of "Information has been saved successfully".
7. To DiscontinueChange User Info, click on ‘Cancel’ button.
8. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During Role Assign [User] Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

1.3.8. CHANGE USER STATUS

PURPOSE

IT Admin User will use this screen/activity to change/modify existing User Status of the system.

MENU

Business Admin ➢ User Control ➢Change User Status

USER INTERFACE: CHANGE USER STATUS

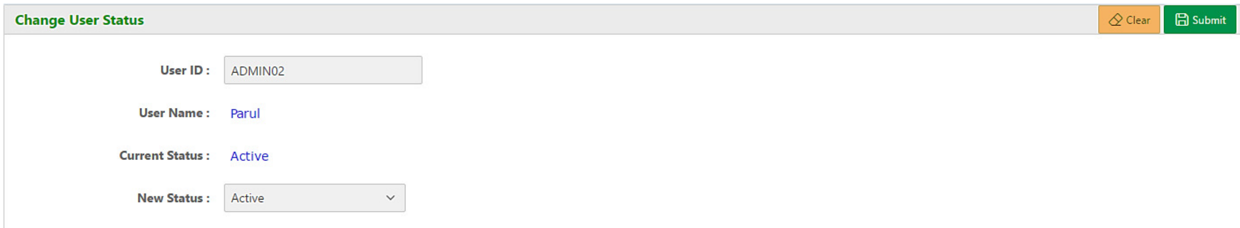


Figure: Change User Status

PERFORM CHANGE USER STATUS

Steps to Execute:

1. Open Chose User Status page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) User ID.
4. User Name & Current Status will be shown automatic.
5. Select New Status from Dropdown List.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Information has been saved successfully".
7. To DiscontinueChange User Status, click on 'Cancel' button.
8. To Clear all the Textboxes, click on 'Clear' button.

1.4.AUTHORIZATION

1.4.1. CHANGE REQUEST APPROVAL

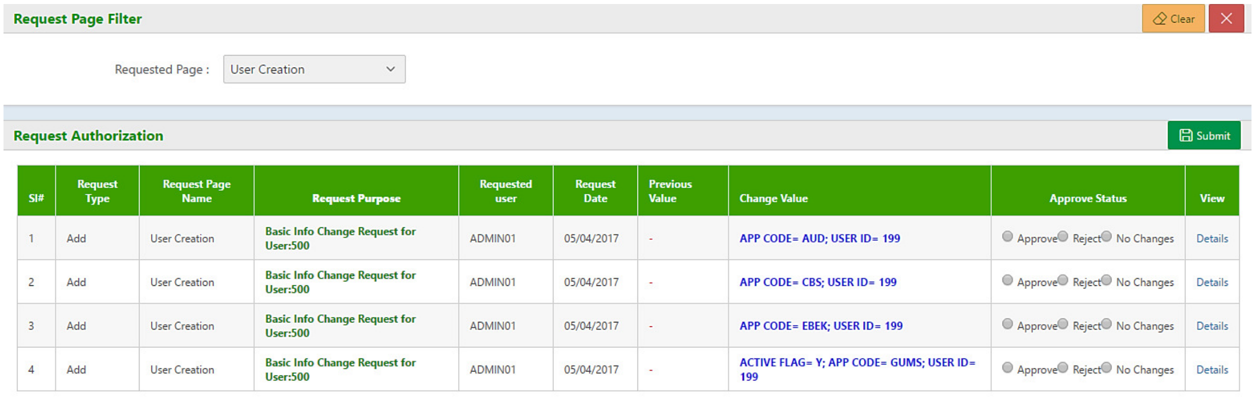
PURPOSE

IT Admin User will use this screen/activity to Approve or Reject Change Requests from different activities.

MENU

Business Admin ➢Authorization ➢Change Request Approval

USER INTERFACE: CHANGE REQUEST APPROVAL



Sl#	Request Type	Request Page Name	Request Purpose	Requested user	Request Date	Previous Value	Change Value	Approve Status	View
1	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	APP CODE= AUD; USER ID= 199	Approve Reject No Changes	Details
2	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	APP CODE= CBS; USER ID= 199	Approve Reject No Changes	Details
3	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	APP CODE= EBEK; USER ID= 199	Approve Reject No Changes	Details
4	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	ACTIVE FLAG= Y; APP CODE= GUMS; USER ID= 199	Approve Reject No Changes	Details

Figure: Change Request Approval

PERFORM ROLE ASSIGN

Steps to Execute:

9. Open Change Request Approval page from the menu.
10. Select Requested Page from dropdown List.
1. Page will be loaded with All Change Requests list with Approve/Reject/No Change option. By default, No Change option will be selected.
2. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
3. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".

Note:	**During Role Assign [User] Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like User Name, Role Name, Active Status.**

1.5.USER PROFILE

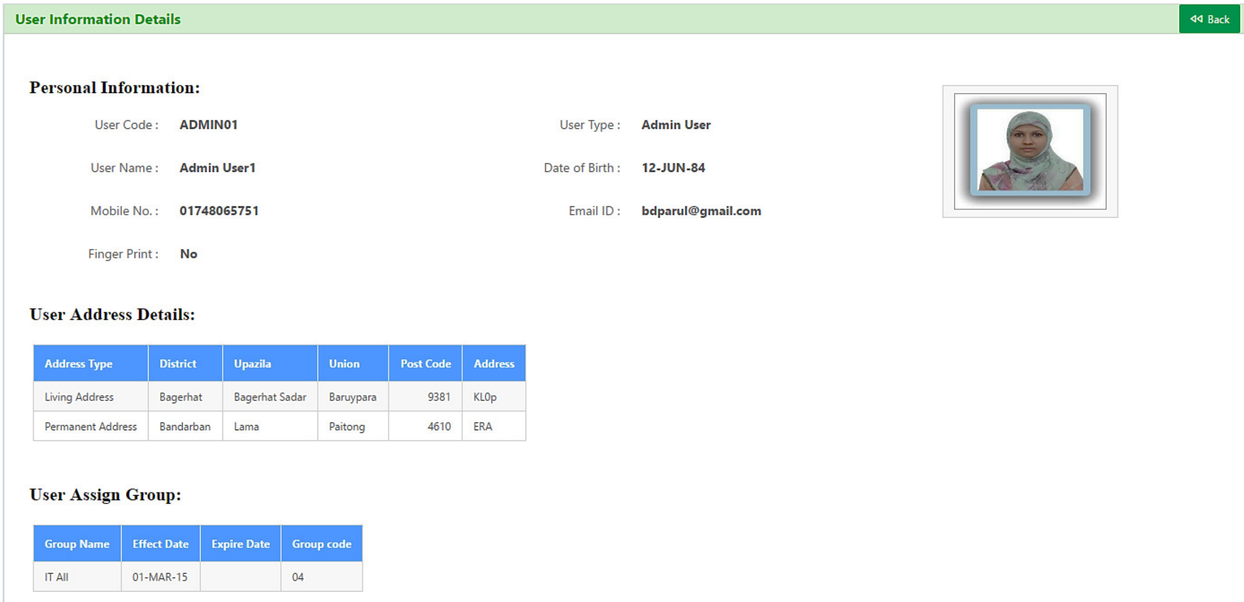
PURPOSE

IT Admin User will use this screen/activity to view their own profile in the system.

MENU

User ➢Profile

USER INTERFACE: USER PROFILE


User Information Details

Back

Personal Information:

User Code : ADMIN01

User Type : Admin User

User Name : Admin User1

Date of Birth : 12-JUN-84

Mobile No. : 01748065751

Email ID : bdparul@gmail.com

Finger Print : No

User Address Details:

Address Type	District	Upazila	Union	Post Code	Address
Living Address	Bagerhat	Bagerhat Sadar	Baruypara	9381	KL0p
Permanent Address	Bandarban	Lama	Paitong	4610	ERA

User Assign Group:

Group Name	Effect Date	Expire Date	Group code
IT All	01-MAR-15		04

Figure:User Profile

VIEW USER PROFILE

Steps to Execute:

1. Open Profilepage from the menu.
2. By default, User will able view their Profile in two sections 'User Profile" and 'A/C Information'.

1.6.PASSWORD CHANGE

PURPOSE

Any Logged In User can use this screen/activity to change their own password if needed.

Note:	**- New Password must meet the Password Policy.** **- Please keep in mind that password is cash sensitive.** **- Password Expiry Day Maximum 90 Days.**

MENU

User ➢Password Change

USER INTERFACE: PASSWORD CHANGE

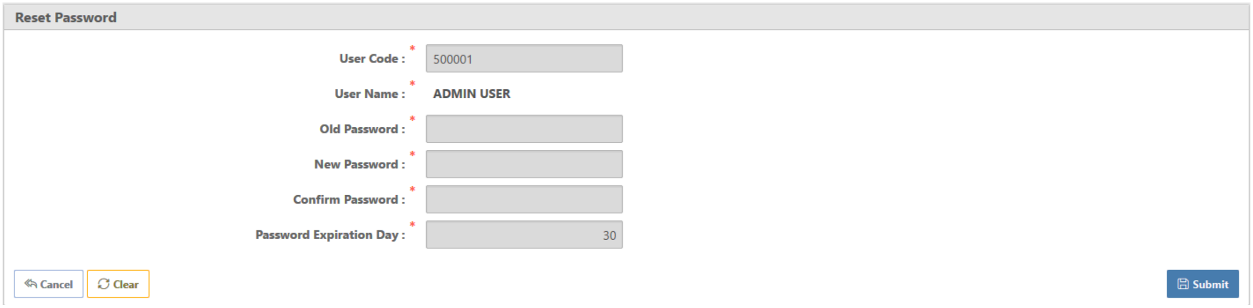


Figure: Password Change

PERFORM PASSWORD CHANGE

Steps to Execute:

1. Open Password Change page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Old Password.
4. Enter (input) New Password.
5. Enter (input) Confirm Password.
6. Enter (input) Password Expiration Day.
7. After clicking on 'Submit' button the data will be saved and you will see a message of "Password Changed successfully".
8. To DiscontinuePassword Policy, click on 'Cancel' button.
9. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Password Change Some input field will be filled by the pre-defined data. Those data are User Code, User Name.**

1.7.PASSWORD RECOVERY

PURPOSE

If any user forgot his/her password and can login to system. Then User WillRecover his/her password by using the Password Recovery feature through Mobile No or Email Address.

Note:	**- User must remember his/her User Code.** **- User must remember his/her Date of Birth used in Registration.** **- User must have access to Mobile No or Email address used in Registration.** **- User must change the recovered password after first login.**

MENU

Login Screen➢Need Help

USER INTERFACE: PASSWORD RECOVERY

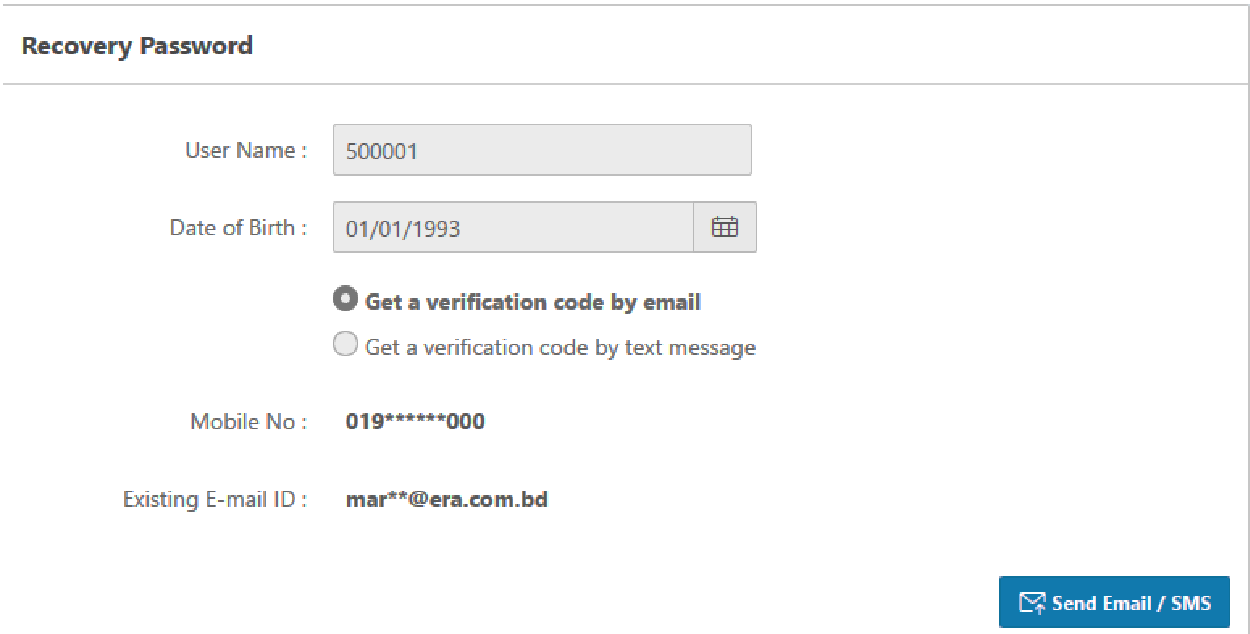


Figure: Password Recovery

PERFORM PASSWORD RECOVERY

Steps to Execute:

1. Open Password Recovery page from Login Screen.
2. Enter (input) User Code.
3. Enter (input) Date of Birth.
4. System will display Mobile No & Email Address [Partial Display].
5. Select mode of getting new password [Mobile No or Email].
6. After clicking on 'Send Email/SMS' button the data will be saved and you will see a message of "Password has been sent to Email/Mobile" and **User will be Forced to Change the Recovered Password after First Login**.

1.8. AUDIT TRAIL

1.8.1. AUDIT SETUP MASTER

PURPOSE

IT Admin User will use this screen/activity toDefine/Create new Audit Report for a Specific Table or even for a specific column. Audit Report can be Audit Update or Audit Delete or Both.

MENU

Security Module➢Audit Trail ➢Audit Setup Master

USER INTERFACE: AUDIT SETUP MASTER

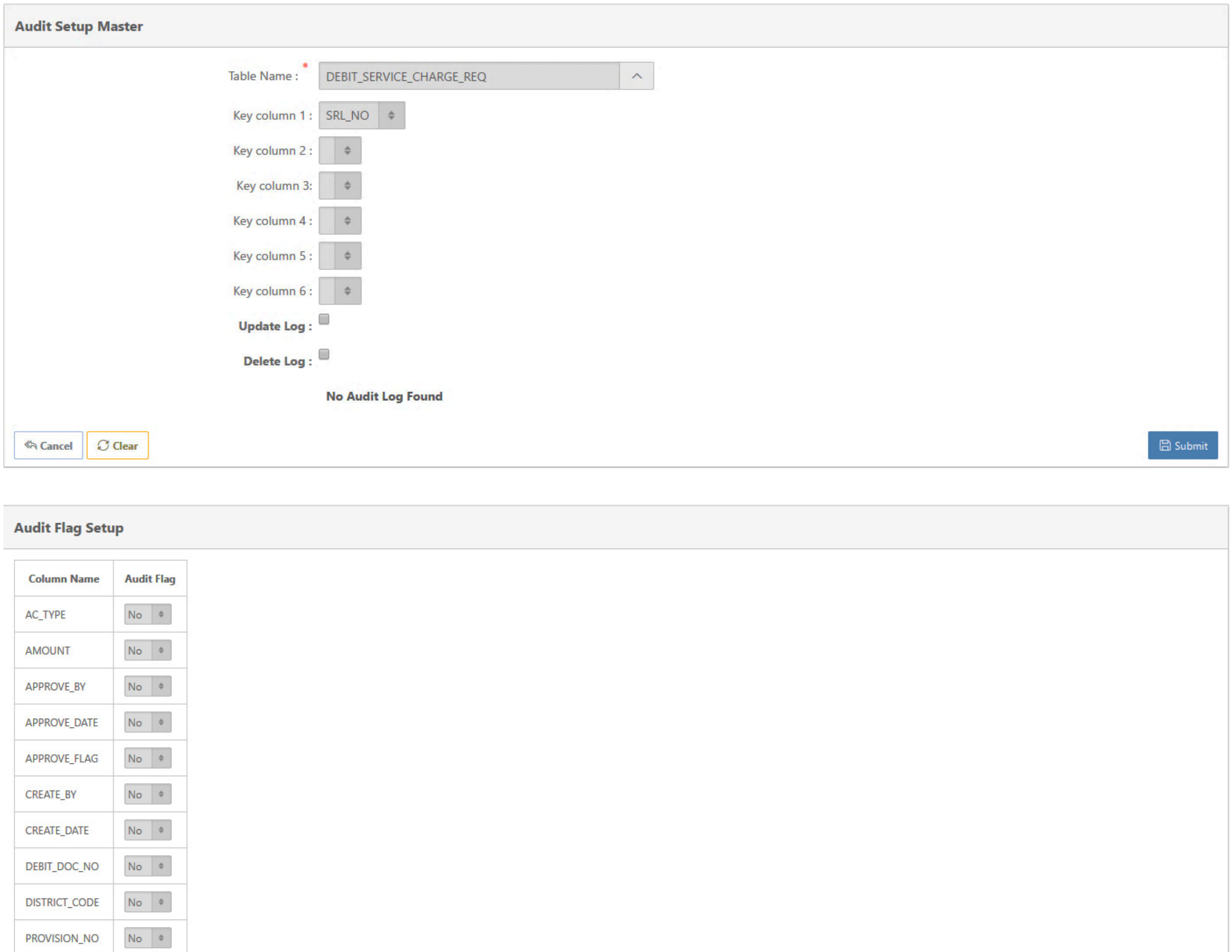


Figure:Audit Setup Master

Perform Audit Setup Master

Steps to Execute:

1. Open Audit Setup Master page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. SelectTable Name from Dropdown List.
4. Select Key Column [1 - 6].
5. System will display all the Columns of Selected Table.
6. Select Audit Flag from Dropdown List for Columns.
7. Select Update Log, Delete Log [as required].
8. After clicking on ‘Submit’ button the data will be saved and you will see a message of "Audit Setup successful".
9. To DiscontinueAudit Setup Master, click on ‘Cancel’ button.
10. To Clear all the Textboxes, click on ‘Clear’ button.

Modify Audit Master Information

Steps to Execute:

1. Open Audit Setup Master page from the menu.
2. Select Table Name from Dropdown List.
3. System will display all the Columns of Selected Table.
4. Input all modified data and mandatory fields.
5. Press 'Submit' button to save the modified information.
6. To DiscontinueAudit Setup Master, click on 'Cancel' button.
7. To Clear all the Textboxes, click on 'Clear' button.

Note: **DuringAudit Setup MasterSome input field will be filled by the pre-defined data. Those data will be select by Dropdown like Table Name, Key Column [1 - 6], Audit Flag.**

1.8.2. User Access Log

Purpose

IT Admin User will use this screen/activity to view a detail report of User Access Log to Pages. The report will be included Page ID, User Code, Date & Time, Accessibility Permission, Session ID etc. Report can be generated for all pages or a single page.

Menu

Security Module ➢Audit Trail ➢ Audit Report➢User Access Log

User Interface: User Access Log

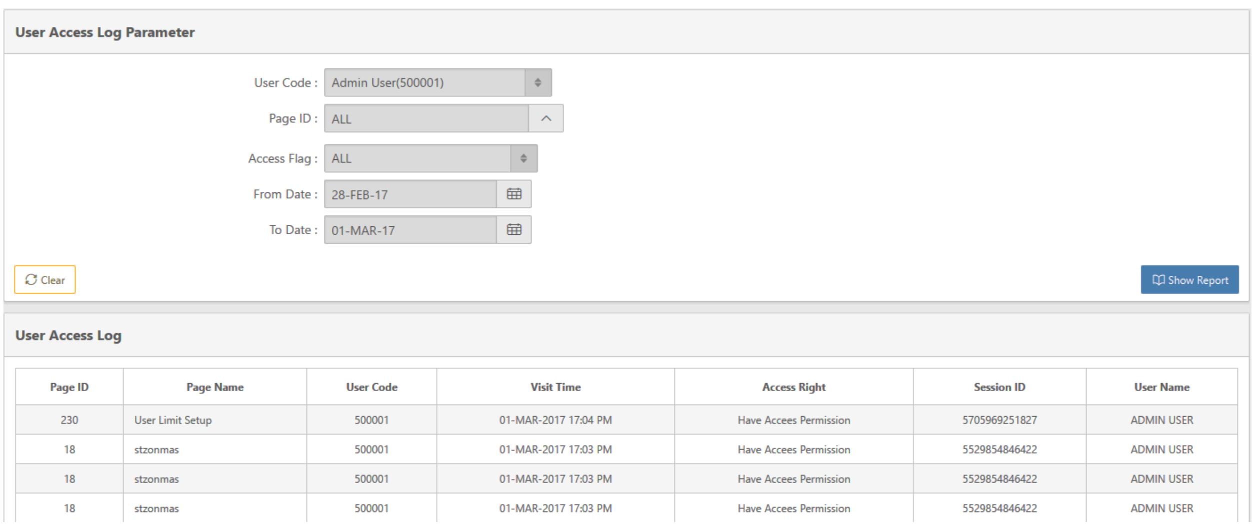


Figure: User Access Log

Perform User Access Log View

Steps to Execute:

1. Open User Access Log page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select User Code from Dropdown.
4. Select Page ID from Dropdown.

5. Select Access Log from Dropdown.
6. Enter (input) the Date Rage using Date Picker.
7. After clicking on 'Show Report' button the System Will Generate a User Access Log Report based on given criteria.
8. To Clear all the Textboxes, click on 'Clear' button.

Note: **During User Access Log View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like User Code, Page ID, Access Log.**

1.8.3. Audit Update Information

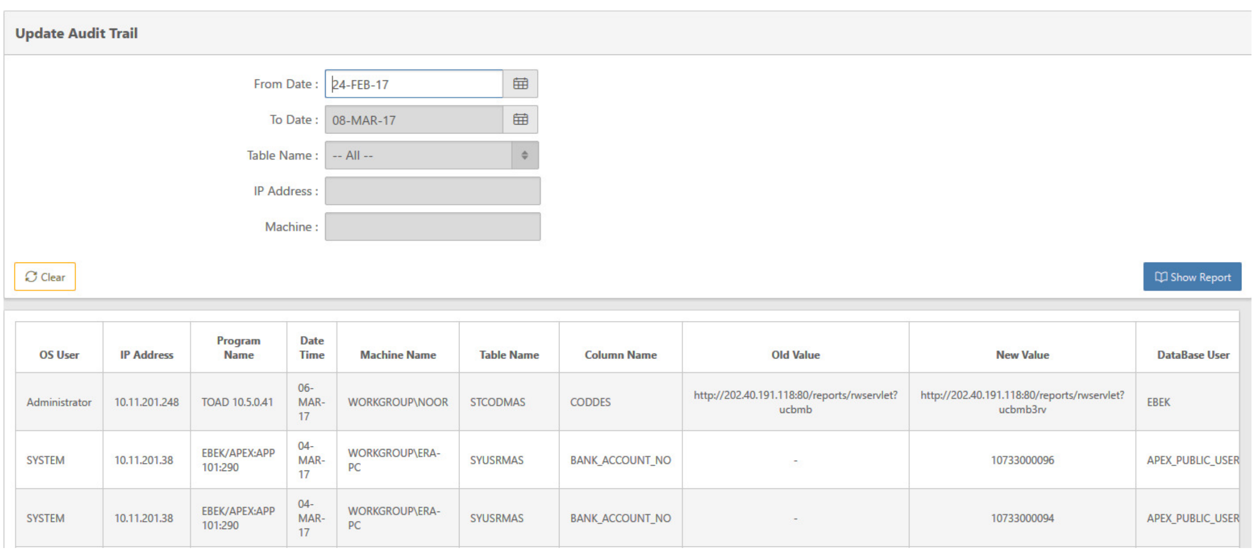
Purpose

IT Admin User will use this screen/activity to view Audit Update Report ofupdated history of any Specific Table. Audit Update Report will be included User Name, IP Address, Machine Name, Table Name, Column Name, Old Value, New Value, Database User etc.

Menu

Security Module ➢Audit Trail ➢ Audit Report ➢Audit Update Information

User Interface: Audit Update Information



OS User	IP Address	Program Name	Date Time	Machine Name	Table Name	Column Name	Old Value	New Value	DataBase User
Administrator	10.11.201.248	TOAD 10.5.0.41	06-MAR-17	WORKGROUP\NOOR	STCODMAS	CODDES	http://202.40.191.118:80/reports/rwservlet?ucbmb	http://202.40.191.118:80/reports/rwservlet?ucbmb3rv	EBEK
SYSTEM	10.11.201.38	EBEK/APEX:APP 101:290	04-MAR-17	WORKGROUP\ERA-PC	SYUSRMAS	BANK_ACCOUNT_NO	-	10733000096	APEX_PUBLIC_USER
SYSTEM	10.11.201.38	EBEK/APEX:APP 101:290	04-MAR-17	WORKGROUP\ERA-PC	SYUSRMAS	BANK_ACCOUNT_NO	-	10733000094	APEX_PUBLIC_USER

Figure: Audit Update Information

Perform Audit Update Information

Steps to Execute:

1. Open Audit Update Information page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Date Range using Date Picker.
4. Select Table Name from Dropdown List.
5. Enter (input) IP Address [Optional].
6. Enter (input) Machine Name [Optional].

7. After clicking on ‘Show Report’ button the System Will Generate anAudit UpdateInformation Report based on given criteria.
8. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During Audit Update Information View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Table Name.**

1.8.4. AUDIT DELETE INFORMATION

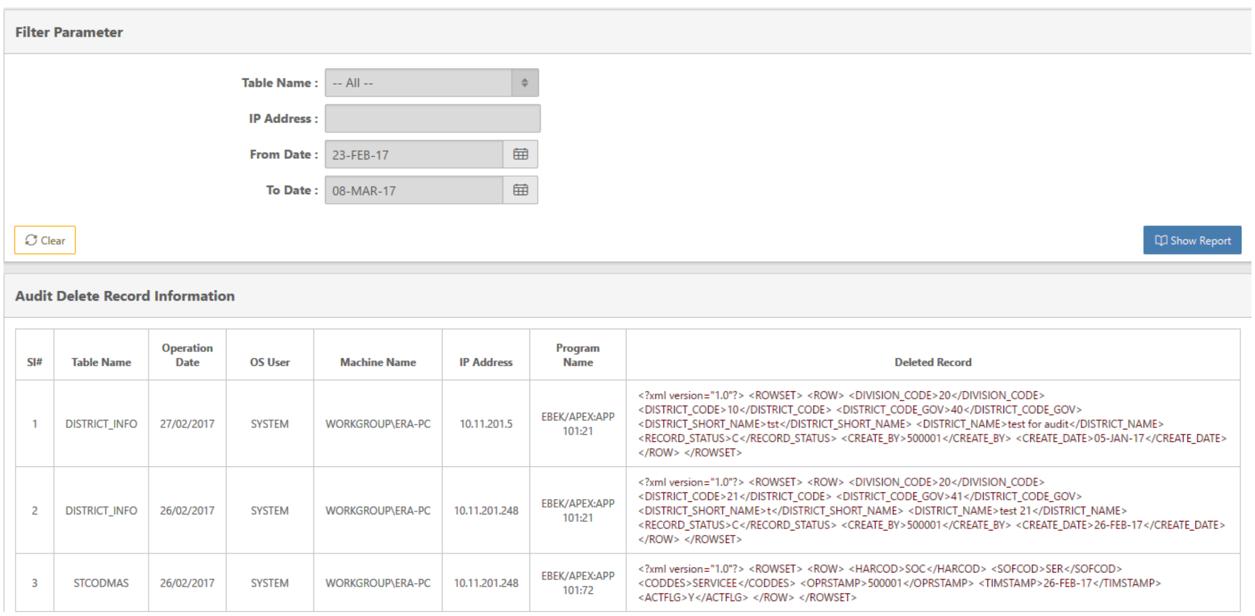
PURPOSE

IT Admin User will use this screen/activity to view Audit Delete Report of deleted history of any Specific Table. Audit Delete Report will be included User Name, IP Address, Machine Name, Table Name, Program Name, Deleted Record etc.

MENU

Security Module➢Audit Trail ➢ Audit Report ➢Audit Delete Information

USER INTERFACE: AUDIT DELETE INFORMATION



Filter Parameter

Table Name : -- All --

IP Address :

From Date : 23-FEB-17

To Date : 08-MAR-17

Clear

Show Report

Audit Delete Record Information

Sl#	Table Name	Operation Date	OS User	Machine Name	IP Address	Program Name	Deleted Record
1	DISTRICT_INFO	27/02/2017	SYSTEM	WORKGROUP\ERA-PC	10.11.201.5	EBEK/APEX:APP 101:21	<?xml version="1.0"?> <ROWSET> <ROW> <DIVISION_CODE>20</DIVISION_CODE> <DISTRICT_CODE>10</DISTRICT_CODE> <DISTRICT_CODE_GOV>40</DISTRICT_CODE_GOV> <DISTRICT_SHORT_NAME>tst</DISTRICT_SHORT_NAME> <DISTRICT_NAME>test for audit</DISTRICT_NAME> <RECORD_STATUS>C</RECORD_STATUS> <CREATE_BY>500001</CREATE_BY> <CREATE_DATE>05-JAN-17</CREATE_DATE> </ROW> </ROWSET>
2	DISTRICT_INFO	26/02/2017	SYSTEM	WORKGROUP\ERA-PC	10.11.201.248	EBEK/APEX:APP 101:21	<?xml version="1.0"?> <ROWSET> <ROW> <DIVISION_CODE>20</DIVISION_CODE> <DISTRICT_CODE>21</DISTRICT_CODE> <DISTRICT_CODE_GOV>41</DISTRICT_CODE_GOV> <DISTRICT_SHORT_NAME>t</DISTRICT_SHORT_NAME> <DISTRICT_NAME>test 21</DISTRICT_NAME> <RECORD_STATUS>C</RECORD_STATUS> <CREATE_BY>500001</CREATE_BY> <CREATE_DATE>26-FEB-17</CREATE_DATE> </ROW> </ROWSET>
3	STCODMAS	26/02/2017	SYSTEM	WORKGROUP\ERA-PC	10.11.201.248	EBEK/APEX:APP 101:72	<?xml version="1.0"?> <ROWSET> <ROW> <HARCOD>SOC</HARCOD> <SOFCOD>SER</SOFCOD> <CODDES>SERVICEE</CODDES> <OPRSTAMP>500001</OPRSTAMP> <TIMSTAMP>26-FEB-17</TIMSTAMP> <ACTFLG>Y</ACTFLG> </ROW> </ROWSET>

Figure:Audit Delete Information

PERFORM AUDIT DELETE INFORMATION

<u>Steps to Execute:</u>

1. Open Audit Delete Information page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Table Name from Dropdown List.
4. Enter (input) the IP Address [Optional].
5. Enter (input) Date Range using Date Picker.

6. After clicking on 'Show Report' button the System Will Generate an Audit Delete Information Report based on given criteria.
7. To Clear all the Textboxes, click on 'Clear' button.

Note: **During Audit Delete Information View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Table Name.**

1.8.5. User Login Report

Purpose

IT Admin User will use this screen/activity toview Login Detail report of any specific user. Use Login report will be included User Code, Date & Time, Session ID, IP Address, Remote User, Browser Information, Port No etc.

Menu

Security Module⮚Audit Trail ⮚ Audit Report⮚User Login Report

User Interface: User Login Report

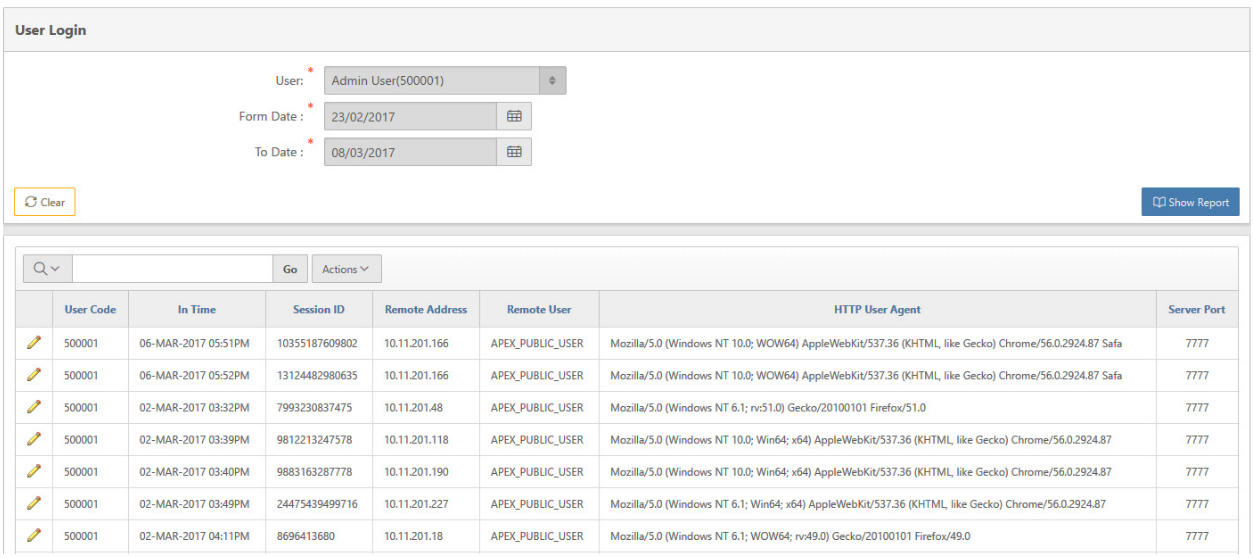


Figure:User Login Report

Perform User Login Report

Steps to Execute:

1. Open User Login Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field
3. Select User from Dropdown List.
4. Enter (input) Date Range using Date Picker.
5. After clicking on 'Show Report' button the System Will Generate a User Login Report based on given criteria.
6. To Clear all the Textboxes, click on 'Clear' button.

Note:	During User Login Report View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like User.