Audit Trail Reporting

This report provides a record of all actions entered into the BookingCenter database, whether done to set up the system, deleting a room, or make a booking. The date, time, person, and type of actions are all generated and can be used by management to audit past behavior by staff.

- 1. Select Parameters from the BookingCenter menu. Click on the Audit Trail button.
- 2. Click on the appropriate radio button to select the required Audit Trail report:
- All Types Will report on all actions.
- New Entries Will only report on all new entries made.
- Edits Will only report on all edits made.
- Deletions Will only report on all deletions made.
- 3. Enter a date range in the Between/and fields if you desire the report for a specific date range otherwise leave these fields empty.
- 4. Enter the Person ID Code in the Person ID field if you wish to generate a report for a particular staff person, otherwise leave the field empty for all actions.
- 5. Select the report destination.
- Tip Select Screen instead of Printer if you want to preview the report before printing.
- 6. Click Print to generate the report.