# **Table of Contents**

How to use Audit Trail	1
Where can you see the Audit Trail?	. 1
Details of Major Filter	2
[Datetime]	2
[User]	3
[Operator Level]	3
[IP]	3
[Category]	3
[Target]	3
[Action]	4
[Save Filter]	4
[CSV export]	4
[Column Setting]	4

# How to use Audit Trail

The Audit Trail is one of BioStar 2 Version 2.5.0 new features. This new feature allows the system administrator to see all actions taken in BioStar 2. This function helps administrative-level users to check specific data created, modified, or deleted by the system administrator who logs in to BioStar 2.

### Previously saved information before the edit will not be shown:

The audit trail shows which items were edited but will not show the original value before making the change.

For example, if you changed a user's email address, the log would state in the modification column Email. However it will **not** show email address information: such as originally ethan@gmail.com changed into james@gmail.com

## Where can you see the Audit Trail?

If you go to the **Setting**  $\rightarrow$  **AUDIT TRAIL**, you can see Audit Trail menu.

2024/09/08 21:44

2/5

BioStar 2	🔞 Setting 🕧 Abou	t 🕐 Help			
DASH BOARD	Setting				
		PREFERENCE	CARD	CARD FORMAT	SERVER
ELEVATOR O ZONE ACCESS CONTROL	TRIGGER & ACTION	SCHEDULE	ALERT	нтгрѕ	CLOUD
	R= IMAGE LOG	USB AGENT	FACE GROUP MATCHING		VIDEO

## **Details of Major Filter**

#### [Datetime]

You can easily check the records on Audit Trail by clicking the last 1 month or 3 months.

i≣ Last 1 Month	← Audit Trail			
😑 Last 3 Months	Filter			
	Datetime	• User	Operator Level	• IP
	2017/05/28 00:00 - 2017/09/28 23:59	▼ None	▼ None ▼	None
_	Datetime	User	Operator Level	qı
	2017/09/28 11:40:51	Ethan(1111)	Administrator(1)	192.168.14.15
	2017/09/28 11:22:27	hailey(123)	Administrator(1)	192.158.14.215
	2017/09/28 07:38:38	Ethan(1111)	Administrator(1)	192.168.11.85
	2017/09/28 07:38:35	Ethan(1111)	Administrator(1)	192.158.11.85
	0017700790 00-20-20	CH an/11111	Administrator(1)	100 160 11 06

You can also set the specific period you want to check in the **Datetime** filter.

i≡ Last 1 Month i≡ Last 3 Months	Audit Trail			
	Datetime     2017/06/28 00:00 - 2017/09/28 23:59	• User	Operator Level     None	• IP
	Datetime	User	Operator Level	P
	2017/09/28 11:40:51	Ethan(1111)	Administrator(1)	192.158.14.15
	2017/09/28 11:22:27	• User       • Operator Level       • IP         117/09/28 23:59       • None       • None       • None         User       Operator Level       IP         Ethan(1111)       Administrator(1)       192.158.1-         hailey(123)       Administrator(1)       192.158.1-         Ethan(1111)       Administrator(1)       192.158.1-         Ethan(1111)       Administrator(1)       192.158.1-         Ethan(1111)       Administrator(1)       192.158.1-         Ethan(1111)       Administrator(1)       192.158.1-	192.158.14.215	
	2017/09/28 07:38:38	Ethan(1111)	Administrator(1)	192.158.11.85
	2017/09/28 07:38:35	Ethan(1111)	Administrator(1)	192.158.11.85
	2017/00/20 07-20-20	Elian/1111)	Administrator(1)	100 160 11 06

#### [User]

You can search for Users with either username or user ID. After entering the information on user, press **Enter** key. Then, you can see a list of items.

#### [Operator Level]

You can search for Operator Level which are listed in Audit Trail. After entering the information on operator level, press **Enter** key. Then, you can see a list of items.

#### [IP]

You can search for IP. After entering the information on IP, press **Enter** key. Then, you can see a list of items.

#### [Category]

You can select multiple categories.

#### [Target]

You can select certain targets like devices, users.

#### [Action]

You can select multiple categories.

#### [Save Filter]

You can save the customized filter with a combination of filters.

:= Last 1 Month	← Audit Trail						н	I I + P H Strows.v
🗮 Last 3 Months	Filter							
T Hen Filter 🗶 🗑	Datetime     2017/08/28 00:00 - 2017/09/28 23:50	• User	Operator Level     Administrator	• B <sup>2</sup> None	• Category • Setting + (	• Target D • None	• Action • None	▼ Save Filter
	Dutetime	User	Operator Level	μ	Category	Target	Action	Modification
	2017/09/28 14:16:46	Administrator(1)	Administrator(1)	192.168.14.17	Account	custom	Add	

In BioStar 2.5.0, you can make only one customized filter. In other words, you cannot save multiple customized filters. It will be improved in the future version of BioStar.

#### [CSV export]

You can export a \*.csv file.

Audit Trail							1 + P H 50 rov
Filter							
Datetime 2017/08/28 00:00 - 2017/09/28 23:	- User 59 - None	Operator Level     None	- IP None	Category     None	• Target	Action     None	▼ Save Filter
Datetime	User	Operator Level	q	Category	Target	Action	CSV Export Column Setting Mochristing
2017/09/28 14:54:45	Administrator(1)	Administrator(1)	192.168.14.17	User	test(3)	Update	Phone
2017/09/28 14:54:06	Administrator(1)	Administrator(1)	192.168.14.17	User	test(3)	Update	PIN
2017/09/28 14:53:21	Administrator(1)	Administrator(1)	192.168.14.17	User	test(3)	Update	Phone
2017/09/28 14:52:53	Administrator(1)	Administrator(1)	192.168.14.17	Device	BioStation A2 541531003 (1	Update	

### [Column Setting]

You can select the columns you want to display from a column list.

🕶 Audit Trail							1 + > > 50 rows *
Filter							
Datetime     2017/08/28 00:00 - 2017/09/28 23:5	• User 9 • None	Operator Level     None	• IP None	Category     None	• Target	Action     None	▼ Save Filter ***
Datetime	User	Operator Level	IP	Category	Target	Action	Column Setting
2017/09/28 14:54:45	Administrator(1)	Administrator(1)	192.168.14.17	User	test(3)	Update	Phone
2017/09/28 14:54:06	Administrator(1)	Administrator(1)	192.168.14.17	User	test(3)	Update	PIN
2017/09/28 14:53:21	Administrator(1)	Administrator(1)	192.168.14.17	User	test(3)	Update	Phone
2017/09/28 14:52:53	Administrator(1)	Administrator(1)	192.168.14.17	Device B	ioStation A2 541531003 (1	Update	

From: https://kb.supremainc.com/knowledge/ -

Permanent link: https://kb.supremainc.com/knowledge/doku.php?id=en:how\_to\_use\_audit\_trail

Last update: 2022/12/28 14:29