



Auditing the Person Record

Changes made to the following will be appear in the Audit Trail

- Name
- Address
- Alert
- Status
- Registration Date
- Registration Number
- Division, Consultant
- Date of Birth
- Source
- AWR Exemption Reason
- Department Registration,
- Warning
- Payroll Number
- National Insurance Number
- Employment Start Date
- Employment End Date
- Employment Company Name
- Employment Company Reg Number
- Employment HMRC Engagement Details
- Employment Unique Tax Reference
- Employment VAT Number
- Employment VAT Registered
- Title for payroll
- Un-Subscribe to marketing

To set an item for Audit go to Maintenance > Database Setup > Audit Items > select the area (in this case it's Person) and tick the items you want to see appear in the Audit trail if any changes are made to it.



Area	Notes	Audit
Person	Name	<input checked="" type="checkbox"/>
Person	Address	<input checked="" type="checkbox"/>
Person	Alert	<input type="checkbox"/>
Person	Status	<input checked="" type="checkbox"/>
Person	Registration Date	<input type="checkbox"/>
Person	Registration Number	<input checked="" type="checkbox"/>
Person	Division	<input checked="" type="checkbox"/>
Person	Consultant	<input checked="" type="checkbox"/>
Person	DOB	<input checked="" type="checkbox"/>
Person	Source	<input type="checkbox"/>
Person	AWR Exemption Reason	<input type="checkbox"/>
Person	Department Registration	<input type="checkbox"/>
Person	Warning	<input type="checkbox"/>
Person	Payroll Company	<input checked="" type="checkbox"/>
Person	Payroll Number	<input checked="" type="checkbox"/>
Person	National Insurance Number	<input checked="" type="checkbox"/>
Person	Employment Start Date	<input type="checkbox"/>
Person	Employment End Date	<input checked="" type="checkbox"/>
Person	Employment Company Name	<input type="checkbox"/>
Person	Employment Company Reg. No	<input type="checkbox"/>

Person Department- Adding/removing can be audited

(2.15.11+)

The adding or removing of Departments from a Person Record can also be audited. Additional Departments are added via Person Record - Register - Complete the form including allocating a temp desk.

The audit trail is recorded in the side bar view of the Person record.



Abdullah Curtis

Score 0%

Help GDPR **Un-SUBSCRIBED from Marketing mailings** Change to Subscribed

Reports Register Delete Search Rabbit Bu

Temp

Compliance

Score Details

Compliance Domains

Equal Opps

Modify Screen

Payroll Runs

Expenses Claims

Warning

Payroll Transfers

Stored Selections

Chat

Mailer Lists

AWM Audit Trail

Audit Trail

Perm

Accounts

Compliance

Division: BR Derby

Name: Abdullah Curtis

State: Current

Available

Available From

Personal: Female 20

Home Phone

Day Phone

Mobile: 07700 952 753

E-mail: Abdullah_Curtis@iqxdemo.co.uk

Payroll Email

Headline: Currently Placed at: A & M Stephens

Alert

Reg. Departments: Catering (Perm+Temp)

Dept. Questionnaire: Catering

Key Skills: Kitchen Porter, Server, FOH Manager, Waitress, Bar Manage

ROLE

Type of Holiday Pay: Paid by Timesheet 12.07%

Unique ID

Person Q'aire

Location Zone: Any Area

Emergency Contact

Date: to: Count: Filter:

Description	When	Login Name	Old Values	New Values	Connection ID
IQX Web Password changed	04/04/2022 16:37	CATHERINE		The password has bee...	9
IQX Web Password changed	11/03/2022 14:07	CATHERINE		A password will be ge...	94

Temp Setup

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

https://iqxusers.co.uk/iqxhelp/doku.php?id=audit_7

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