



ORANGEHRM

THE WORLD'S FIRST

HR App Store



Track almost all information in the system at ease.

Ensures problem monitoring and intrusion detection, which caters to a stable, optimized HRM System.

Individual Accountability, thus allowing you to track individual actions performed within the system.



A reliable tool which could be used to track changes made to the records in the system by ESS users and Administrators in detail.

Reconstruct a series of events and track the impact on the system from a single action.

Filter your audit trail results by selecting standard search criteria.

Audit Trail

Set up the criteria that needs to be tracked when changes are made by employees & administrators.

The screenshot shows the 'Audit Trail' search interface. It includes the following fields and options:

- From:** yyyy-mm-dd (with a calendar icon)
- To:** yyyy-mm-dd (with a calendar icon)
- Module:** PIM (dropdown menu)
- Section:** All (dropdown menu with a list of options: All, Contact Information, Dependent, Emergency Contacts, Employee, Immigration, Job Details, Membership, Personal Details)
- Actions:** All Actions (dropdown menu)
- Action Owner:** Type for hints...
- Affected Employee:** Type for hints...
- Search:** A green button labeled 'Search'.

View detailed reports of changes made to information within the system by employees/supervisors/administrators.

The screenshot shows the 'Audit Trail' search interface with a table of results. The table has the following columns: Date and Time of Action, Action Owner, Action, Affected Employee, Section, and Action Description. The results are as follows:

Date and Time of Action	Action Owner	Action	Affected Employee	Section	Action Description
2013-03-12 01:38:56	Admin	ADD DEPENDENT DETAILS	Anne Ennis	Dependent	New Dependent was added (Name: Jack) Relationship: CHILD Date of Birth: 2010-11-23
2013-03-12 01:37:41	Admin	ADD EMERGENCY CONTACT DETAILS	Jennifer Brown	Emergency Contacts	New Emergency Contact was added (Name: Daniel Smith) Relationship: Spouse Home Telephone: 1-877-345-5498
2013-03-12 01:34:45	Admin	ADD SUPERVISOR	Kevin Snell	Supervisor/Subordinate	New Supervisor was added Supervisor Name :Jason Richardson Reporting Method: Indirect
2013-03-12 01:32:48	Admin	ADD SUPERVISOR	Mark Anthony	Supervisor/Subordinate	New Supervisor was added Supervisor Name :Ryan Decker Reporting Method: Direct



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