Viewing Service Indicator Audits

Trigger:

Concept

The system maintains an audit history that indicates who applied which service indicators to which individuals, including add, change, and delete history. Use the Service Indicator Audits page to view a history of the service indicators that a person has assigned to records in your system.

In this topic, you view audit history for a specific user ID.

### Field(s) | Comments
--- | ---

### Output - Results | Comments
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Additional Information
Procedure

1.) **Service Indicator Audits**
Review a history of all the service indicators assigned by a specific individual.
*Home>Campus Community>Service Indicators (Student)>Service Indicator Audits*

2.) **Service Indicator Audits**
Review a history of all the service indicators assigned by a specific individual.
*Home>Campus Community>Service Indicators>Service Indicator Audits*
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You can view results for all data entered by a specific user ID. Enter the desired information into the <strong>User ID</strong> field. Enter &quot;FRIELJ&quot;.</td>
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</tbody>
</table>

**Conducting a Search**
When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.
### Step Action

2. Click the **Search** button.

3. Click the **Search Results** table.

4. Use the **Service Indicator Audits** page to view a history of service indicators that are assigned by an individual. Active and nonactive service indicators are included in the audit history. Service indicators are assigned to an individual on the **Service Indicators** page.
<table>
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| 5.   | Review the data. Use the navigation buttons at the bottom of the page to view additional records in the search results.  
   Click the **Next in List** button. |
| 6.   | Click the **Next in List** button. |
| 7.   | You have successfully viewed service indicator audit information.  
   **End of Procedure.** |