

View Security Audit

A Portal Access Manager (PAM) can view what changes or updates those with ERIC access have completed.

1.

Navigate to the Organization Information section and click the Security Audit link.

2.

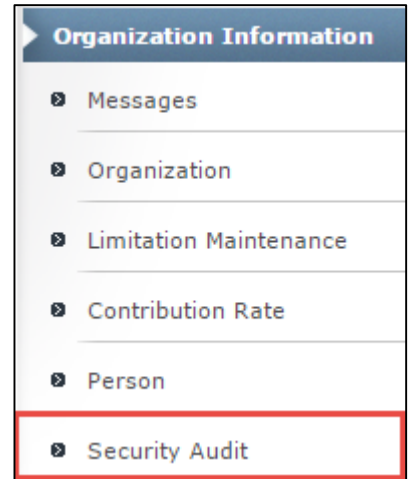
ERIC displays the Security Audit Lookup screen.

3.

Enter in search criteria.

4.

Click Search.



Security Audit Lookup

Msg ID : 1 [16 Records met the search criteria.]

Criteria

Change Type : All Role Name : All

Date Changed From : Date Changed To :

Search **Reset** **Store Search**

Search Results

Open **Export To Excel**

1 2

	Organization Contact ID	Contact Name	Role Name	Change Type	Change By	Date Changed
<input type="checkbox"/>	6548	Esther Ames	Employee Information Processor	Insert	demouser	04/08/2015
<input type="checkbox"/>	6559	Bud Phillis	Maintain Employer Profile	Insert	demouser	02/19/2015

5.

Results display the Role Name, Change type, who changed it and on what date.



Selecting a record and opening it will bring you to the Organization Contact Information screen where Security access can be altered.