Lab 3 -Audit Trail

Chapter Objective

• Viewing the history of a file

Lab 3.1 - Using ProjectWise Audit Trail

- 1. Navigate to your student **\Design\Working** folder.
- 2. Right-click on the folder and select Properties from the bottom of the list.
- 3. In the *Folder Properties* dialog box, select the **Audit Trail** tab to review the records for the folder.
- 4. Select the *Customize...* button.
- 5. Select the *Date* tab and change the *Period* selection to anytime.

Name	*	Description	full_file_name
M 93222DesignModel01-EUC.dg M 9322DesignModel01-EUC.dg M 932 Folder Properties P 932 Folder Properties	n	93222DesignModel	01-E 02-E 03-E
General Statistics Compared by Compared Biology Compared Biology	Workflow & State Project V- View Audit Trail Records from today	Workspace emo - Kickoff da oject_Attribute_Ir	ie ch ifor ifor
Tir Object Objec Type Nam	Customize Report Objects Actions Users Date Period: anytime anytim anytim	Dutput Columns Sorting and Grou v 1:40:03 PM x v 1:40:03 PM x	iping
Project Project Project Project Project Project Project Project Project Description Region County			OK Cancel

6. Click **Ok**.

The Audit Trail listing will show when documents were checked out, freed, deleted, and created. Each entry has a time stamp indicating when the activity happened and by whom.

7. Move the slide bar down so the last entries can be viewed.

General	Spatial	Statistics	V	Vorkflow &	State	Project	VFolder Secur	rity
Document Security		View		Audit Trail		Workspace		
Document	Timeline Sch	nedule.xlsx		Sent to	Folder	1/5/201	4 7:20:06 P	7 -
Document	93222DesianModel01-EUC.dan		Sent to	Folder	1/5/201	4 7:38:39 P	7	
Document	93222Design	Model02-EUC.do	an 🛛	Sent to	Folder	1/5/201	4 7:38:52 P	7
Document	93222Design	Model03-EUC.do	an	Sent to	Folder	1/5/201	4 7:39:06 P	7
Document	Class Word Document.docx			Sent to	Folder	1/5/201	4 7:39:28 P	7
Document	Document5.pdf			Sent to	Folder	1/5/201	4 7:39:37 P	7
Document	Document5.	odf		Sent to	Folder	1/5/201	4 7:39:40 P	7
Document	Memo-Kicko	ff_date_change.	docx	Sent to	Folder	1/5/201	4 7:39:48 P	7
Document	Project_Attri	bute_Informatio	n.docx	Sent to	Folder	1/5/201	4 7:39:54 P	7
Document	Project_Attribute_Information.pdf		Sent to	Folder	1/5/201	4 7:40:01 P	1	
Document	Timeline_Schedule.xlsx		Sent to	Folder	1/5/201	4 7:40:08 P	1	
Document	93222Design	Model01-EUC.do	gn	Checke	d out	1/6/201	4 9:23:40 A	۸I –
Document	Memo-Kicko	ff_date_change.	docx	Checke	d out	1/6/201	4 9:24:48 A	4
Document	Memo-Kicko	ff_date_change.	docx	Freed		1/6/201	4 9:24:54 A	4
Document	Timeline_Sch	nedule.xlsx		Freed		1/6/201	4 9:25:14 A	41
Document	Memo-Kicko	ff_date_change.	docx	Checke	d out	1/6/201	4 9:25:31 A	41
Document	Memo-Kicko	ff_date_change.	docx	Checke	d in	1/6/201	4 9:25:44 A	41
Document	Timeline_Schedule.xlsx		Freed		1/6/201	4 9:26:22 A	4	
Document	93222Design	Model01-EUC.d	gn	Freed		1/6/201	4 9:26:37 A	41
Document	93222Design	Model01-EUC.d	gn .	Checke	d out	1/6/201	4 9:27:21 A	AI E
Document	Project_Attri	bute_Informatio	n.docx	Checke	d out	1/6/201	4 9:28:23 A	A.
Document	Project Attri	bute Informatio	n.docx	Checke	din	1/6/201	4 9:30:27 A	N.
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8. Notice the time stamps show your latest activities.

Your screen may look different than the example.

9. Select OK to close the *Folder Properties* dialog box.