

An **Audit Log** is maintained to keep a record of changes made in **CLW**. To access the **Audit Log**, you must be a **System Administrator**, and/or have access to the **System Management** module and the **Admin Password**.

There are four steps to complete this task:

1. [Open System Management](#)
2. [Select the Admin Tab and Enter Admin Password](#)
3. [Select Review Audit Log](#)
4. [Select Print and Enter Report Options](#)

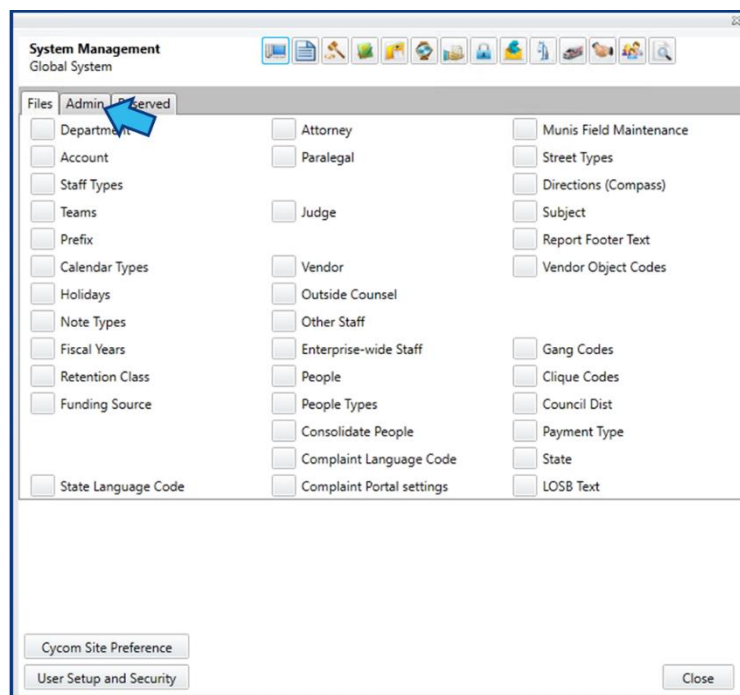
Step 1. Open System Management

Select the **System Management** icon on the **Global Toolbar**.

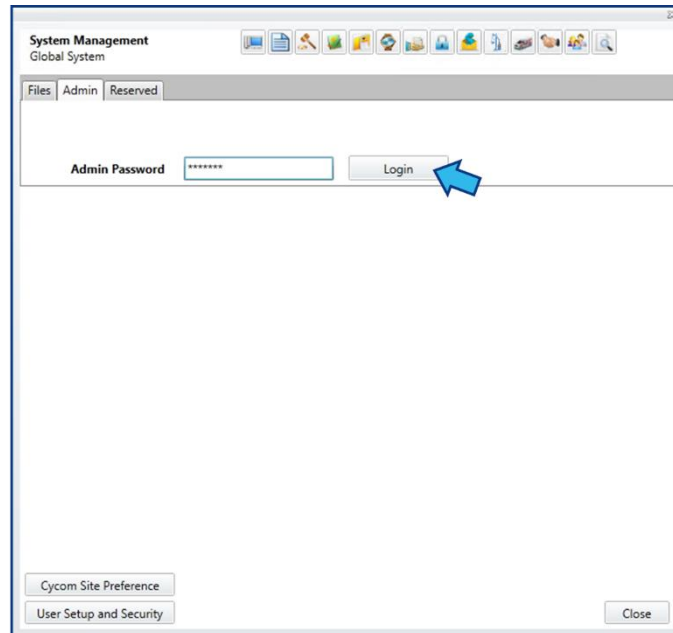


Step 2. Select the Admin Tab and Enter Admin Password

In the **Global System** view, select the **Admin** tab.



You will be prompted to enter the **Admin Password**. You cannot access the **Admin** tab contents without the **Admin Password**. After entering the password, select **Login**.



System Management
Global System

Files Admin Reserved

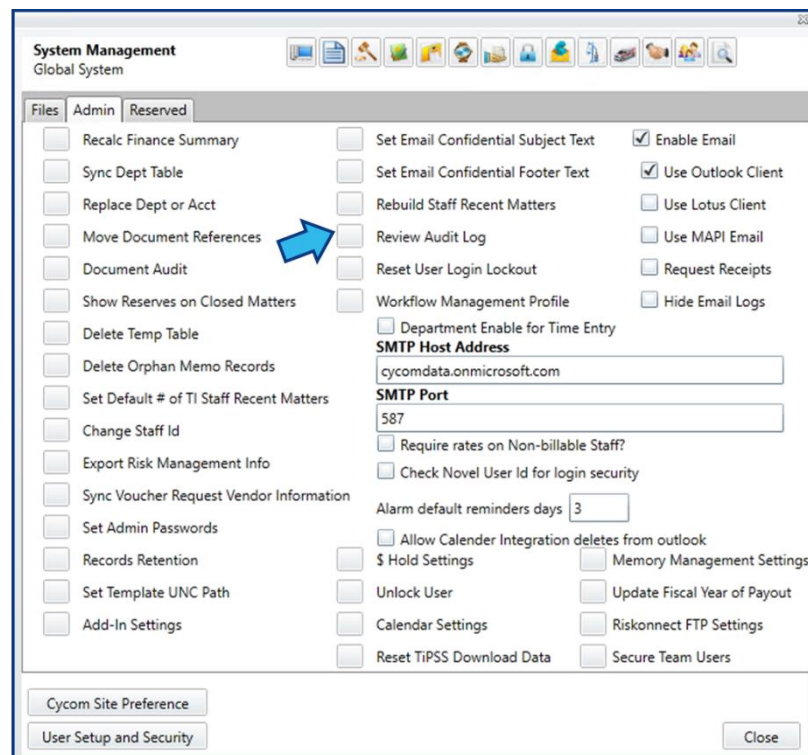
Admin Password: ***** Login

Cycom Site Preference
User Setup and Security

Close

Step 3. Select Review Audit Log

In the center column, near the top, select **Review Audit Log**.



System Management
Global System

Files Admin Reserved

☐ Recalc Finance Summary
☐ Sync Dept Table
☐ Replace Dept or Acct
☐ Move Document References
☐ Document Audit
☐ Show Reserves on Closed Matters
☐ Delete Temp Table
☐ Delete Orphan Memo Records
☐ Set Default # of TI Staff Recent Matters
☐ Change Staff Id
☐ Export Risk Management Info
☐ Sync Voucher Request Vendor Information
☐ Set Admin Passwords
☐ Records Retention
☐ Set Template UNC Path
☐ Add-In Settings

☐ Set Email Confidential Subject Text
☐ Set Email Confidential Footer Text
☐ Rebuild Staff Recent Matters
☒ Review Audit Log
☐ Reset User Login Lockout
☐ Workflow Management Profile
☐ Department Enable for Time Entry
 SMTP Host Address: cycomdata.onmicrosoft.com
 SMTP Port: 587
☐ Require rates on Non-billable Staff?
☐ Check Novel User Id for login security
 Alarm default reminders days: 3
☐ Allow Calendar Integration deletes from outlook
☐ \$ Hold Settings
☐ Unlock User
☐ Calendar Settings
☐ Reset TiPSS Download Data

☒ Enable Email
☒ Use Outlook Client
☐ Use Lotus Client
☐ Use MAPI Email
☐ Request Receipts
☐ Hide Email Logs
☐ Memory Management Settings
☐ Update Fiscal Year of Payout
☐ Riskconnect FTP Settings
☐ Secure Team Users

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The **System Audit Log** window will appear and load your **Audit Log** details. The grid at the top of the window will display all your **Audit Log** entries. Select an entry to view the change which was made. The **Old Value** text area will display the state before the change occurred, and the **New Value** text area will display the state after the change occurred.

System Audit Log

	File #	Title	Process	Staff	Date
	[No Case]	[No Title]	Login Succeed	WJ	07/28/20 02:25 PM
	[No Case]	[No Title]	Login Succeed	WJ	07/27/20 10:33 PM
	L20-0126	Parker, Peter	LI Disposition Change.	WJ	07/27/20 09:33 PM
	L20-0126	Parker, Peter	LI Dispo Description	WJ	07/27/20 09:33 PM
>	L20-0126	Parker, Peter	LI Status Change.	WJ	07/27/20 09:33 PM
	L20-0126	Parker, Peter	LI Status Description	WJ	07/27/20 09:33 PM
	L20-0126	Parker, Peter	LI Status Description	WJ	07/27/20 09:33 PM
	[No Case]	[No Title]	Login Succeed	WJ	07/27/20 08:25 PM
	[No Case]	[No Title]	Login Succeed	WJ	07/27/20 08:07 PM

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Old Value

New Value

O

C

Print Close

For example, an update to a **Disposition** field might appear as follows:

Old Value

New Value

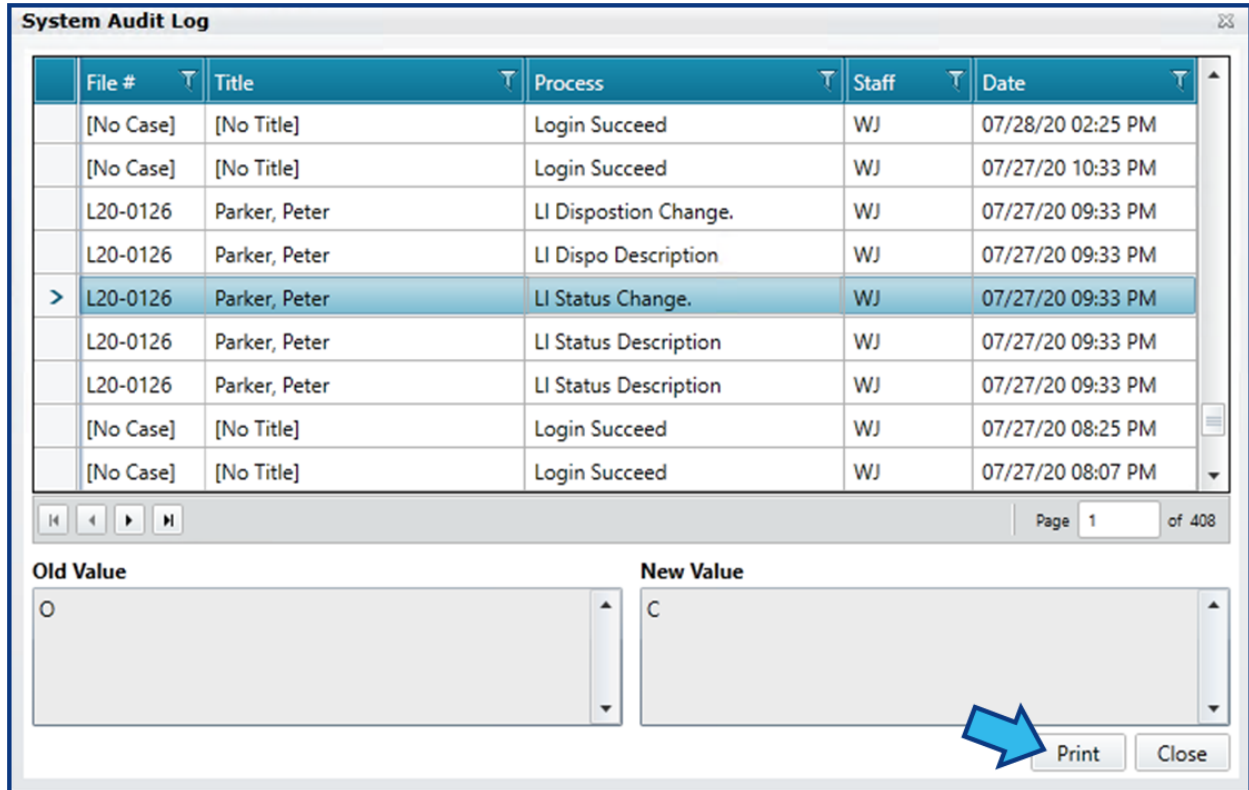
01/29/18 01:15pm - RS -No response to the final email sent on 1/25. CR closed.

04/26/18 01:09pm - RS -Test of disposition and time entry.
01/29/18 01:15pm - RS -No response to the final email sent on 1/25. CR closed.

Print Close

Step 4. Select Print and Enter Report Options

Press the **Print** button to open the **Audit Log Report** options.



System Audit Log

File #	Title	Process	Staff	Date
[No Case]	[No Title]	Login Succeed	WJ	07/28/20 02:25 PM
[No Case]	[No Title]	Login Succeed	WJ	07/27/20 10:33 PM
L20-0126	Parker, Peter	LI Disposition Change.	WJ	07/27/20 09:33 PM
L20-0126	Parker, Peter	LI Dispo Description	WJ	07/27/20 09:33 PM
> L20-0126	Parker, Peter	LI Status Change.	WJ	07/27/20 09:33 PM
L20-0126	Parker, Peter	LI Status Description	WJ	07/27/20 09:33 PM
L20-0126	Parker, Peter	LI Status Description	WJ	07/27/20 09:33 PM
[No Case]	[No Title]	Login Succeed	WJ	07/27/20 08:25 PM
[No Case]	[No Title]	Login Succeed	WJ	07/27/20 08:07 PM

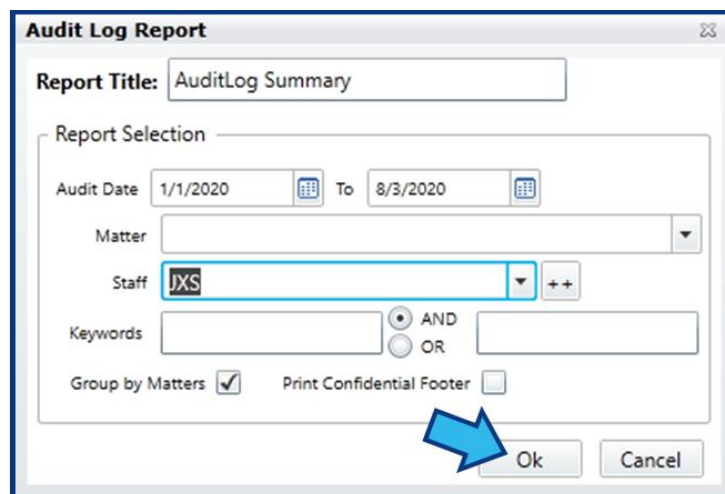
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Old Value: O

New Value: C

Print **Close**

The **Audit Log Report** options allow you to specify a date range for the report, a matter, and one or more staff. Select **Group by Matters** if you would like to view the changes made to particular matters, rather than viewing changes made in chronological order.



Audit Log Report

Report Title: AuditLog Summary

Report Selection

Audit Date: 1/1/2020 To: 8/3/2020

Matter: [Empty]

Staff: JXS

Keywords: [Empty] AND OR [Empty]

Group by Matters: ☒ Print Confidential Footer: ☐

Ok **Cancel**

Press **Ok** to open the **Audit Log Report** preview window. From here you may print or export the report.

City Attorney AuditLog Summary			
File # : A20-0002	Title : Test 1.4790		
Process : Document Deleted Permanently	Staff : JXS	Audit Date : 1/31/2020 4:38:00 PM	
New Value :	OldValue :		
Doc Deleted - \$586602 from path : \	8586602		
\\10.0.2.5\testbed OneDrive - Cycom Data Systems			
WPDocsDeleted\D01			
Process : Document-Deleted	Staff : JXS	Audit Date : 1/15/2020 10:16:00 PM	
New Value :	OldValue :		
AS# A20-0002 Matter's associated documents are deleted by user JXS on 1/15/2020 5:16:07 PM			
Documents Deleted :			
\\10.0.2.5\TESTBED\WPDOS\D015\P002\RE_			
Discrepancies in Client Info (104).msg			
Process : Document Deleted	Staff : JXS	Audit Date : 1/31/2020 4:38:00 PM	
Permanently			
New Value :	OldValue :		
Doc Deleted - \$586740 from path : \	8586740		
\\10.0.2.5\testbed OneDrive - Cycom Data Systems			
WPDocsDeleted\D01			
Process : Document-Deleted	Staff : JXS	Audit Date : 1/15/2020 10:15:00 PM	
New Value :	OldValue :		
AS# A20-0002 Matter's associated documents are deleted by user JXS on 1/15/2020 5:15:59 PM			
Documents Deleted :			