How to Guide

Audit Trail

Version: Release 3.0

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Contents

1. Document Purpose

The purpose of this document is to guide users on how to configure and access the Audit Trail option from the BDB Platform. It is recommended that users follow the step by step process given below.

2. Pre-requisites

- o   Browser that supports HTML5
- o   Operating System: Windows 7
- o   Basic understanding of the BizViz Server

3. Step-by-Step Process

3.1. Accessing the BDB Platform
This section explains how to access the BizViz Platform and variety of plugins that it offers:
i)   Open BDB Enterprise Platform Link: http://apps.bdbizviz.com/app/
ii)   Enter your credentials to log in.
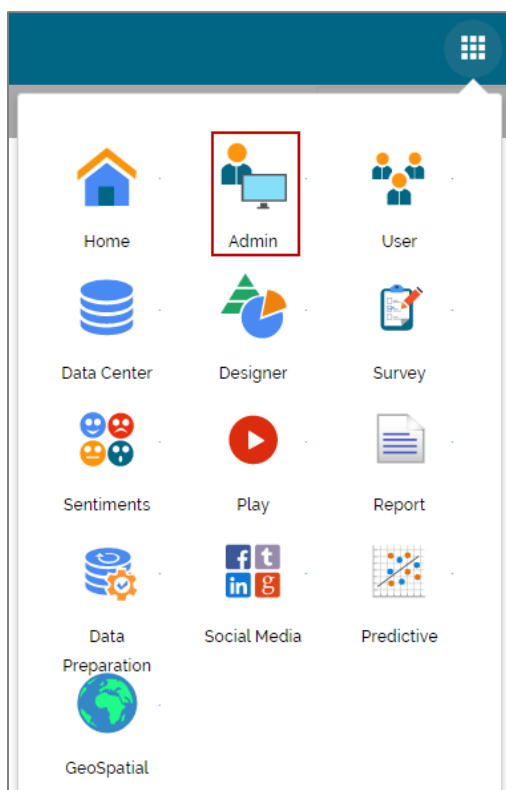iii)   Click '**Login**'
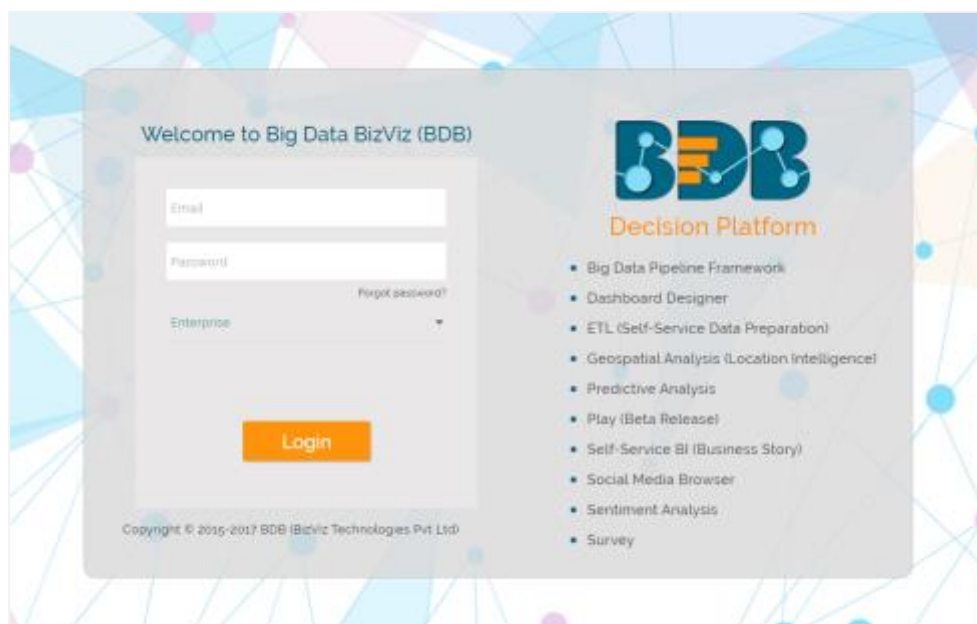
iv)   Users will be redirected to the BDB Platform home page.

3.2. Accessing the Administration Module

Configuration settings for the various platform plugins are covered under this section.

i)   Navigate to the Platform home page.

ii) Click '**Apps**' menu

iii) A menu containing all the plugins will be displayed.

iv) Select and click the '**Admin**' plugin.

v)   Users will be directed to the '**Administration**' page**.**

vi) Various administration options will be displayed on the left side of the page.

3.3. Audit Trail Settings

Audit Trail enables the administrator to keep a record of significant events on servers and applications. It provides information regarding what is being accessed, how it's being accessed or changed and, who is performing these operations.

Users can access the '**Audit Trail Settings**' from drop-down menu of the '**Configurations and Settings**' admin option.


The Audit Trail Settings contains two options:

- **General Settings**
  This option is provided to enable or disable Audit Trail settings.
  a. Select any one option out of the following:
     i. **Info**: It captures information about all the events.
     ii. **Debug**: It enables the admin to debug the errors.
     iii. **Error**: It helps admin to identify the errors so that they can be fixed.
  b. Use Enable/Disable button to enable the settings.
  c. Click '**SAVE**'
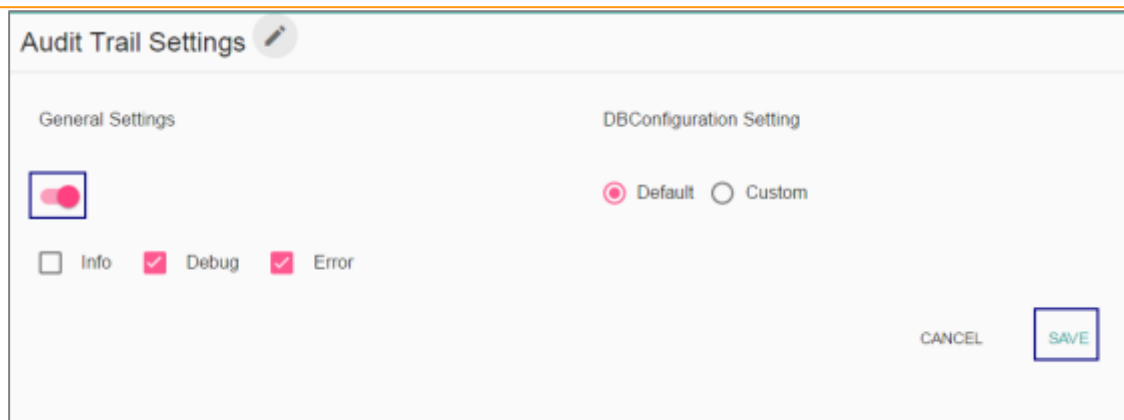
Note: There is a single '**Save**' button provided for both the Audit Trail options.
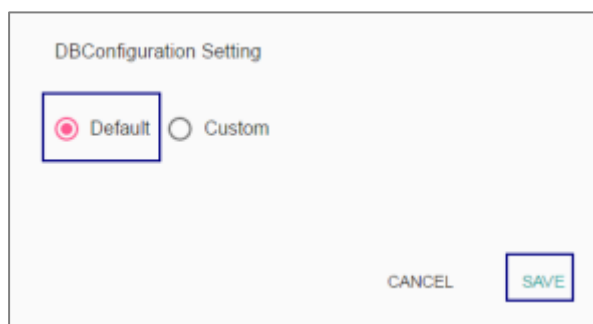
- **DB Configuration Settings**

  This section is provided to configure Database/ BizViz Repo Database settings.

  There are 2 ways to configure database settings:

  a. **Default**
     i. Select '**Default**'
     ii. Click '**SAVE**'

     iii. The metadata will be stored in the default database (MySQL Enterprise 5.6).

  b. **Custom**
     i. Select '**Custom**'
     ii. Fill in the following information:
        - Host
        - Port
        - User Name
        - Password
     iii. Click '**SAVE**'

iv. The metadata will be stored in the configured database.

Note: Click '**CANCEL**' to undo the audit trail settings.

3.4. Audit Trail

The '**Audit Trail**' (or Audit Log) option provided under the Administration module generates a sequential record of request and response between destination and source server.

i)   Click the '**Audit Trail**' option from the list of admin options.

ii) Users will be directed to a page displaying audit log details.

- **Filter Audit:** Users can filter the audit log details.
    i)   Select a user from the drop-down list.
    ii)   Select a Start Date from the drop-down list.
    iii) Select an End Date from the drop-down list.
    iv)   Click the '**Filter Audit**' option.
    v)   The filtered records of the audit log will be displayed in the list.

4. Signing Out

The following steps describe how to sign out from the BizViz Platform:

i)   Click the 'User' icon on the Platform home page.
ii) A menu appears with the logged in user details.
iii) Click 'Sign Out'
iv) Users will be successfully logged out from the BizViz Platform.

Note: By Clicking the 'Sign Out' option users will be redirected to the 'Login' page of the BizViz platform.