

BizViz How-to-Guide

Platform

Audit Trail

Release : 2.0

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1. Document Purpose

The purpose of this document is to guide users on how to configure Audit Trail settings which is used to monitor the user activities in BizViz Portal. It is recommended to follow the step-by-step process given below to successfully implement the configuration.

2. Prerequisites

2.1. Software

- Browser that supports HTML5
- Operating System: Windows7

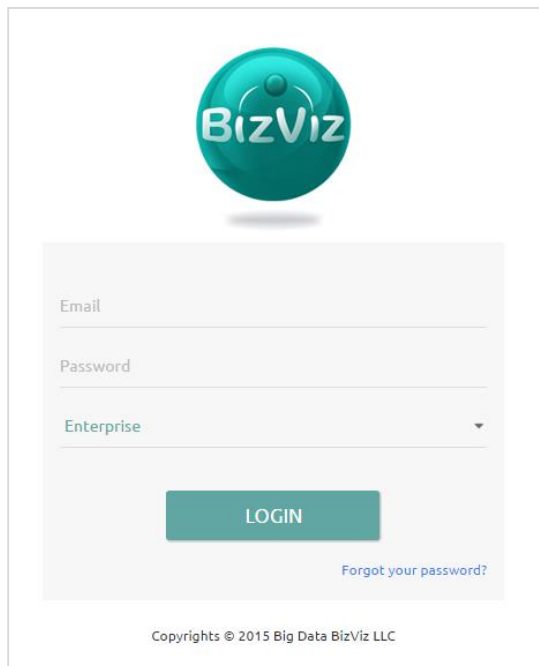
2.2. Knowledge of BizViz Server

The user should have a basic understanding of the BizViz Serve

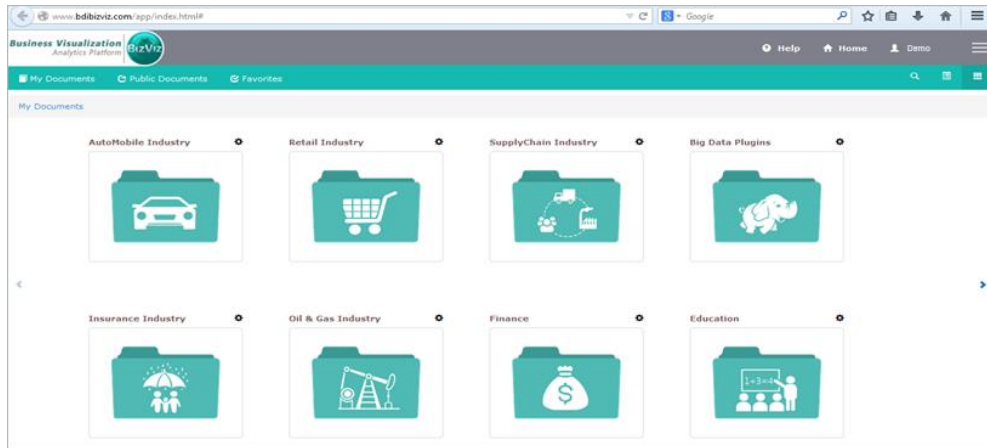
3. Step-by-Step Process


3.1. Login to the BizViz Portal

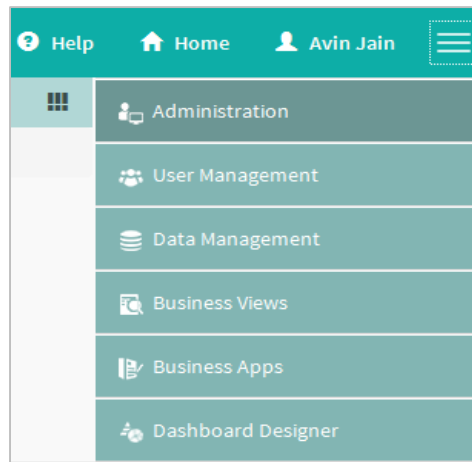
- In the URL bar, enter → <http://apps.bdbizviz.com/app/index.html>
- Enter your credentials to Login



- Click on '**Login**' to view the BizViz Portal Home Screen

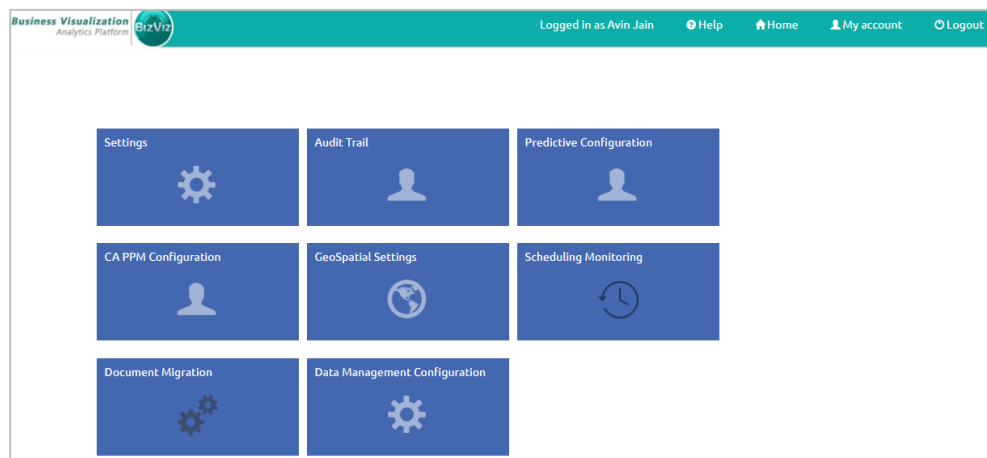


iv) Click on the 'Menu'  button to display a list of the installed applications.

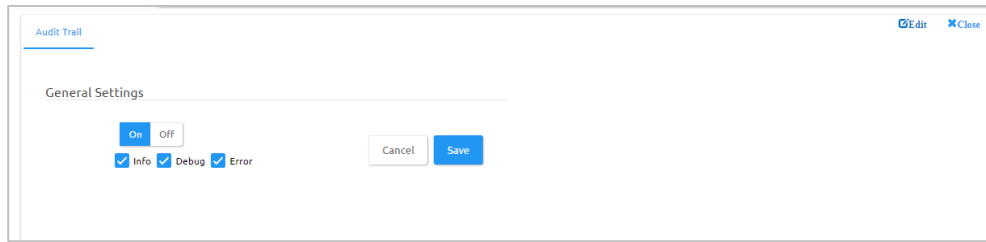



v) Click on 'Administration' plug-in available in the above figure

vi) Click on 'Audit Trail'



vii) Clicking on 'Audit Trail' it will redirect user to the below given page



- viii) Click on the **'Edit'**  option to configure the settings.
- ix) Describing the following fields:
- **Info:** Provides information related to user activities in the portal
 - **Debug:** Provides step by step information of user activity
 - **Error:** Provides information of the error
- x) Click on the **'Save'**