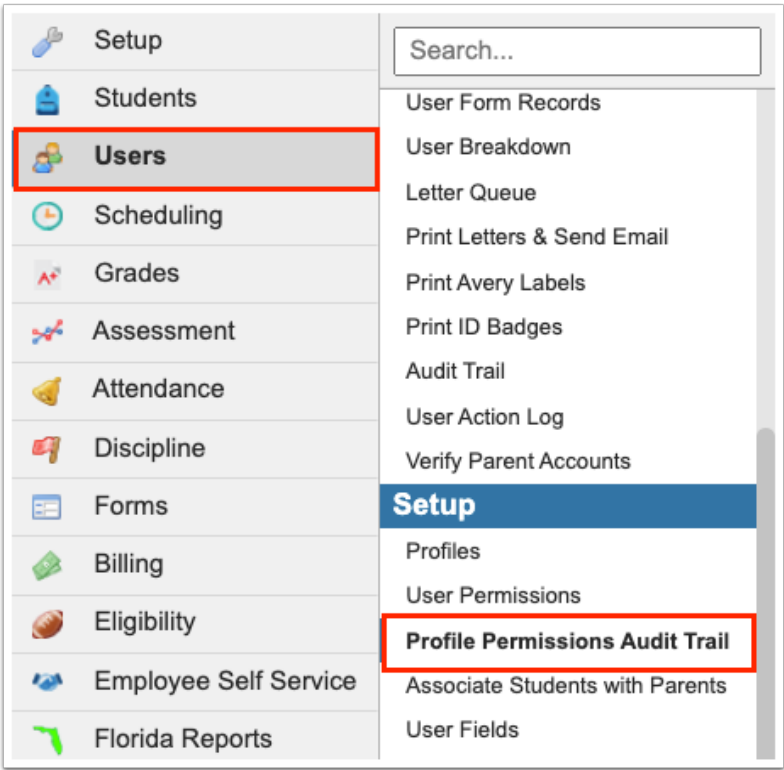


# Profile Permissions Audit Trail

The Profile Permissions Audit Trail screen is a great tool that can be utilized to track profile permission changes made over a specific timeframe, by specific users, for indicated profiles, etc.

## Profile Permissions Audit Trail

1. In the **Users** menu, click **Profile Permissions Audit Trail**.



2. Select the **Profile Changed** in question from the pull-down. Note: You can select multiple profiles from the pull-down. The Profile Changed filter is optional.

3. If you need data pertaining to a specific profile **Action**, such as Permission Added or Permission Removed, select one or both options from the provided pull-down. The Action filter is optional.

4. To pull data changes for specific profiles based on the **Editing User**, you can select the user(s) from the pull-down. The Editing User filter is optional.

5. For changes made over a specific timeframe, enter a **From Date** and a **To Date** in the provided text boxes. The From Date and To Date filters are optional.



For all Profile Permissions data, leave all filters blank.

6. Click **Submit**.

Select Student/Staff ▾

Profile Permissions Audit Trail

Lizette Garcia

Focus High School - 0041 ▾

SIS

Admin ▾

2022-2023 ▾

4th 9 Weeks ▾

ERP

Profile Changed: Teacher ▾

Action: Permission Added ▾

Editing User: Garcia, Lizette ▾

From Date: 06/01/2023

To Date: 08/04/2023

Submit

Upon clicking Submit, a Profile Permissions tab displays with all resulting data. The report displays the Date and time the change was made, the Editing User who made the change, the Profile Changed, the Action performed, and the Permission Changed.

Profile Changed: Teacher ▾

Action: Permission Added ▾

Editing User: Garcia, Lizette ▾

From Date: 06/01/2023

To Date: 08/04/2023

Submit

Profile Permissions

Export

Filter: OFF

Date ▾	Editing User ▾	Profile Changed ▾	Action ▾	Permission Changed
07/28/2023 09:33:48	Garcia, Lizette	Teacher	Permission Added	SIS:: MENU - STUDENTS: Main section: Change Requests module: Cancel Change Requests: View
07/28/2023 09:33:48	Garcia, Lizette	Teacher	Permission Added	SIS:: MENU - STUDENTS: Main section: Change Requests module: View all Change Requests: View
07/28/2023 09:33:48	Garcia, Lizette	Teacher	Permission Added	SIS:EditStudentReauthorization
07/19/2023 11:01:46	Garcia, Lizette	Teacher	Permission Added	SIS:: MENU - ASSESSMENT: Main section: Standard Grades Report Cards module: Edit Template Settings: Edit
07/19/2023 10:57:09	Garcia, Lizette	Teacher	Permission Added	SIS:: MENU - ASSESSMENT: Main section: Standard Grades Report Cards module: Edit Template Settings: Edit

## Additional Features

Use the **Filter** text box located at the top of the pull-down for a quick search. Begin typing the name of the desired field.

Profile Changed: Teacher

Editing User: Ga

Q teacher

☐ Exact [Check all](#) [Clear](#)

☒ Teacher

☐ AE Teacher

☐ SCS-Support Teacher

☐ Virtual School Teacher

☐ Dual Enrollment Teacher

☐ Lesson Planning Teacher

☐ ERP-Teacher tab view access from HR>Employee

☐ ERP-HR Edit Right For Certifications> Co-Teacher Trained Field

☐ Teaching and Learning Dept.

☐ ERP-FINANCE TEAM TO PROCESS EMPLOYEE ACH

Export

Date

07/28/2023 09:33

07/28/2023 09:33

07/28/2023 09:33

a. Select the **Exact** check box to pull results that match the text entered into the Filter text box exactly.

Profile Changed:

Editing User: Ga

Q teacher

☒ Exact [Check all](#) [Clear](#)

☒ Teacher

☐ AE Teacher

☐ SCS-Support Teacher

☐ Virtual School Teacher

☐ Dual Enrollment Teacher

☐ Lesson Planning Teacher

☐ ERP-Teacher tab view access from HR>Employee

☐ ERP-HR Edit Right For Certifications> Co-Teacher Trained Field

Export

Date

07/28/2023 09:33

07/28/2023 09:33

Click **Check all** to quickly select all available options. Click **Clear** to clear all the selections.

Profile Changed: AE Teacher, Dual Enrollment Teacher, ERP-HR Edit Right For Certifications> Co-Teacher Train...



Editing User: Ga

Search: teacher

☒ Exact [Check all](#) [Clear](#)

☐ Teacher

- ☐ AE Teacher
- ☐ SCS-Support Teacher
- ☐ Virtual School Teacher
- ☐ Dual Enrollment Teacher
- ☐ Lesson Planning Teacher
- ☐ ERP-Teacher tab view access from HR>Employee
- ☐ ERP-HR Edit Right For Certifications> Co-Teacher Trained Field

Export  

Date ▾

07/28/2023 09:33:				
07/28/2023 09:33:				
07/28/2023 09:33:48	Garcia, Lizette	Teacher	Permission Added	SIS:EditStudentReauthorization



To sift through the listed pages of data, click the **Prev** and **Next** buttons. You can also enter a number in the **Page** text box and press Enter to jump to a specific page.

**Profile Permissions**

◀ Prev Page: 4 / 23 Next ▶

To export data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

**Profile Permissions**

Export   Filter: OFF

Date ▾	Editing User ▾	Profile Changed ▾	Action ▾	Permission Changed
03/23/2022 11:41:53	Garcia, Lizette	Teacher	Permission Added	SIS:TeacherViewExcuseNotes
03/14/2022 13:41:19	Garcia, Lizette	Teacher	Permission Added	FocusUser:788:can_edit
03/14/2022 13:41:19	Garcia, Lizette	Teacher	Permission Added	SIS:: USER FIELDS: Communications Log section: Communications Log: Delete
03/14/2022 13:41:18	Garcia, Lizette	Teacher	Permission Added	SIS:: USER FIELDS: Communications Log section: Communications Log: View

To print data, click on the **Printer** icon in the **Export** section.

Click **Filters** to further breakdown data.

Profile Permissions				
Export	Filter: ON			
+	Contains	Not	comm	
	Equals	Not	excu	
Date	Starts with	Not		
03/23/2022 11:41:5	Ends with	Not		
03/14/2022 13:41:1	Has value	Not		
	Greater	Not		
03/14/2022 13:41:1	Greater or equal	Not		
	Less	Not		
03/14/2022 13:41:1	Less or equal	Not		
	Between	Not		
03/14/2022 13:41:19	Garcia, Lizette	Teaching and Learning Dept.	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: Delete
03/14/2022 13:41:18	Garcia, Lizette	AE Teacher	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: View
03/14/2022 13:41:18	Garcia, Lizette	Teacher	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: View
03/14/2022 13:41:18	Garcia, Lizette	Teaching and Learning Dept.	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: View

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for more filtering options.

 For more information see [Filters](#).

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

Profile Permissions				
Export	Filter: OFF			
Date	Editing User	Profile Changed	Action	Permission Changed
03/14/2022 13:41:19	Garcia, Lizette	AE Teacher	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: Delete
03/14/2022 13:41:18	Garcia, Lizette	AE Teacher	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: View
03/14/2022 13:41:18	Garcia, Lizette	AE Teacher	Permission Added	FocusUser:788:can_edit
03/23/2022 11:41:53	Garcia, Lizette	Teacher	Permission Added	SIS:TeacherViewExcuseNotes
03/14/2022 13:41:19	Garcia, Lizette	Teacher	Permission Added	FocusUser:788:can_edit
03/14/2022 13:41:19	Garcia, Lizette	Teacher	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: Delete
03/14/2022 13:41:18	Garcia, Lizette	Teacher	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: View
03/14/2022 13:41:19	Garcia, Lizette	Teaching and Learning Dept.	Permission Added	FocusUser:788:can_edit
03/14/2022 13:41:19	Garcia, Lizette	Teaching and Learning Dept.	Permission Added	SIS: USER FIELDS: Communications Log section: Communications Log: Delete