



# **Audit Trail Requirements**

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**Latitude Steering Committee**

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# Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>OVERVIEW .....</b>	<b>3</b>
<b>LMS SCREENS REQUIRING AN AUDIT .....</b>	<b>4</b>

## Overview

Create an interface within the LMS Edit screens. The Audit interface should include an icon located on the page. Clicking on the icon will display the following tracked information:

- Object Added/Modified
- Date of Action (Added/Modified/End-dated)
- ID of person Modifying Object

Additions and edits are to be tracked. New changes do not clear previous records. The most recent record should be at the top of the list.

## LMS Screens requiring an Audit

Screen	Detailed Audit	Last Modified By
Generic Rule Details	X	
Primary Rule Details	X	
Certification Details	X	
View Goals	X	
Edit Goal Transitions	X	
Manually Calculate Certifications		X
Override Department Objective <sup>1</sup>	X	
Add Position Group	X	
Yearly Configurations		X
Program Year Details	X	
Skill Profile Details (All Tabs)	X	
Course Details (Audit should include all editable objects of course) <sup>2</sup>	X	
Offering Detail (Audit should include all editable objects of offering) <sup>3</sup>	X	
Edit Major	X	
Edit Subscriptions	X	
View Brands	X	
Organization Details (Audit should include all editable objects) <sup>4</sup>	X	

Distribution Details	X	
Facility Details	X	
Group Profile	X	
Edit Instructor Profile		X
Add/Edit Department	X	
Resource Details	X	
Categories Details	X	
Edit User Profile - Roles	X	
User – History – Certification and Curriculum Override Pages	X	

<sup>1</sup> Override Objective – audit should be on modifications to the Count object.

## ■ Override Objectives

Follow these steps to override Location objectives: Select the appropriate Program, select a location, and click **Search**. In the search results that appear, click the **Recalculate** link to recalculate the minimum number of certified users for the appropriate position group. You can also override this number by clicking the **Override** link.

### ■ Search

Program :

\* Location :  or Choose a location

Subordinate Position Group :

**Search**



<sup>2</sup> Course Detail – audits should be available for all editable actions on all tabs.

General Tab – Adding/modifying all Course information

Prerequisites – adding/modifying

Equivalencies - adding/modifying

Update/Series – adding/modifying

Scorm – who loaded scorm

**Demo for Banjo**

Course Code: BANJO0001 Tuition: 0.00 USD

[Details](#)
[General](#)
[Prerequisites](#)
[Equivalencies](#)
[Update/Series](#)
[SCORM](#)
[Enroll Others](#)

Status/Actions

Action : [Launch](#)

Status : Not Taken  
(MM/DD/YYYY)

General Information

Organizations : North America Sales

Description :

Course Image :



Targeted Learners :

Duration :  
(minutes)

Major : eCycle

Delivery Method : eLearning

Approval Required : No

Can Relaunch : Yes

Course Completion Certificate : Yes

Resource(s) :

Topics :

<sup>3</sup> Offering Detail – audits should be available for all editable actions on all tabs

## Course General Information

This page can be used to edit high level information for a course. [\*] indicates a required field.

### Variable Transmissions

Course Code: LMC03L402005I Tuition: 0.00 USD

- Details
- General
- Prerequisites
- Equivalencies
- Update/Series
- Offering Defaults
- Offerings

#### General Information

\* Organizations : Choose Organizations  
 North America Sales  
 North America Service  
 North America Parts

\* Code :

\* Name :

\* Tuition :  USD

Description :

Course Image :  Upload Images ?



Targeted Learners :

Duration :   
 (minutes)

Major :

\* Delivery Method :

Approval Required :  Yes  No ?

Course Completion Certificate :  Yes  No

Resources : Choose Resource(s)

Topics : Choose Topics  
 Transmission



4 Dealer/Organization Details – audits should be available for all editable actions on all tabs:

General Information: Adding a Training Local

Adding/Editing a Subscription

Adding/Modifying a Brand

## Organization Details

This page displays read-only information on the selected organization.

**Organization Summary**

Code : 40    Name : 40

Street :    City :    State :    Country :    Postal Code :

Details    **General Information**    Employees    Featured Courses    **Branding**

### General Information

LMS : SCOMO99

Organization Code : 40

Organization Name : 40

Effective Date : 8/2/2016  
(MM/DD/YYYY)

End Date :  
(MM/DD/YYYY)

Type : Location

Primary Contact :

### User Registration / Activation

Default # Active Days for Users :

Maximum users allowed for this Location :

User Type :  Total Active Users  
 Total Registered (Active/Inactive) Users

Registration Open Date :  
(MM/DD/YYYY)

Registration Close Date :  
(MM/DD/YYYY)

### Payment Methods

Allowed Payment Methods :  Direct Billing  
 Credit Card