**Overview**

This tutorial covers how to set up audit trails in Planning.

As an Administrator, you can select aspects of the application for change tracking. You can track changes to metadata, data forms, business rules, workflow, users, and access permissions.

To view audits, you create and run reports by using RDBMS report writers.

**Scenario**

As Administrator, you have been asked to turn on data and offline change tracking for your Planning application. After setting up change tracking, you need to verify data changes in the HSP\_AUDIT\_RECORDS table in SQL Server.

**Prerequisites**

Before starting this tutorial, you should:

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| **1.** | Have Administrator rights to Planning applications. |
| **2.** | Have access to Workspace and Planning. |
| **3.** | Have Administrator access to Microsoft SQL Server Enterprise Manager. |

**Setting Up Change Tracking**

You can enable auditing for dimension administration, alias table administration, data modification, launching business rules, data form definition, data form folder administration, workflow, copy versions, security, user administration, group administration, and offline access.

In this topic, you set up change tracking for data modification and offline access.

To set up change tracking:

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| **1.** | Launch Workspace and log on as Administrator.  Screenshot for Step  |
| **2.** | Select **Navigate** > **Applications** > **Planning** > ***<Planning Application>***.Screenshot for Step  |
| **3.** | In Planning, select **Administration** > **Reporting**.Screenshot for Step  |
| **4.** | Select the **Auditing** tab.Screenshot for Step  |
| **5.** | Select the **Data** and **Offline** check boxes, and click **Save Selections**.Screenshot for Step  |
| **6.** | Click **Close** Close.Screenshot for Step  |
| **7.** | In the view pane, expand **Forms**. Under Forms, click a folder name to display its content, and click a data form.Screenshot for Step  |
| **8.** | Click an unlocked cell, enter data, and click **Save** Save.Screenshot for Step |

**Viewing and Clearing Audit Reports in SQL Server**

Depending on selected audit options, application changes are recorded in a HSP\_AUDIT\_RECORDS table, stored in the relational database. When using SQL Server, you can view and clear audit reports in Enterprise Manager.

To view and clear audit reports in SQL Server:

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| **1.** | Open Microsoft SQL Server - Enterprise Manager. From the Console Root, expand **Microsoft SQL Servers** >**SQL Server Group** > **< *SQL Server e.g. local>***> **Databases** > **< *Planning application database* >** > **Tables**.Screenshot for Step |
| **2.** | Select the **HSP\_AUDIT\_RECORDS** table.Screenshot for Step  |
| **3.** | Right-click **HSP\_AUDIT\_RECORDS** and select **Open Table** > **Return all rows**.Screenshot for Step  |
| **4.** | Review the latest records, and click **Close** Close.In this example, data changes applied to all affected cells were posted to the table.Screenshot for Step  |
| **5.** | Right-click **HSP\_AUDIT\_RECORDS** and select **Open Table** > **Query**.Screenshot for Step  |
| **6.** | Right-click **SELECT**, and select **Change Type** > **Delete**.Screenshot for Step  |
| **7.** | Click **Run**.Screenshot for Step  |
| **8.** | When prompted that the query was executed successfully, click **OK**.Screenshot for Step  |
| **9.** | Click **Close** Close.Screenshot for Step |
| **10.** | Right-click **HSP\_AUDIT\_RECORDS** and select **Open Table** > **Return all rows**.Screenshot for Step |
| **11.** | Verify that all records were deleted .Screenshot for Step |

**Summary**

In this tutorial, you learned how to:

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|  | Set up change tracking |
|  | View and clear audit reports in SQL Server |