

Audit Log

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Audit Log Fields

To access the Audit Log, navigate to *Main Menu / Supervisor Menu / Processes / Audit Menu / Audit Log*.

The screenshot shows the 'Search Screen' for the Audit Log. It features a search criteria section at the top with fields for Division (1), Program Name (2), Field Name (3), Key Field 1 (4), Key Field 2, Key Field 3, Action (5), Change Date From (6), and Changed By (7). A yellow tip box states: 'If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster'. Below the search criteria is a table of audit records. The table has columns: Div, Action, Key Field 1, Key Field 1 Value, Affected Field (8), Previous Value, New Value, Date, Time, and User. The table contains five rows of data. At the bottom, there is a 'Misc Information' section with fields for Program Path, Initiating Prog Name, Key Field 2, and Key Field 3. A status bar at the very bottom shows 'Audit Records' and '1,423'.

Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
0	ADD/SUBTR	SUBTRACT					01/20/2026	14:16:00	
1	Create	PARAMETER		CREATE RECORD			01/13/2026	15:25:50	
1	Processing	RACK	0000000001	PROGRAM PROCESSED			01/13/2026	16:08:08	
1	Processing	JOURNAL	0000001212	PROGRAM PROCESSED			01/20/2026	14:18:27	
2	Create	TANK RRN	000000614	CREATE RECORD			01/08/2026	11:42:36	

1. **Division** – Entering a *Division* range such as 1 to 1 will allow the audit log to retrieve data faster. However, if there is a 0-Division record (typically an error), it will be excluded.

Note: It is recommended to leave the starting *Division* as 0.

2. **Program Name** – This is the Initiating program name.

Note: This is not required and can be left blank.

3. **Field Name** – Enter a specific field name (*Affected Field* column) for search. This has to be an exact match.

4. **Key Field 1** – Specify the type of key to search such as *Tank RRN*, *Customer*, *Browse*, etc.

Note: *Key Field 2* and *Key Field 3* are additional levels to *Key Field 1*.

5. **Action** – Choose from *Create*, *Modify*, *Delete*, or *Process*.

6. **Change Date From** – Enter a date range to narrow down results.

7. **Changed by** – This is the Energy Force username.

8. Displays previous and new values for the item that was changed.

Audit Search

Search by Program Name

Searching by a program name gives a filter level directly linked to a program. Additionally, the Program Name feature gives the ability to see changes made within the *Browse* tables rather than what was modified within the module.

1. Input the *Change Date From* and *To* fields. When the *From* date is entered, it automatically inputs the ending date of the month in the *To* field. Update this date as necessary.
2. Select the program name from the list.

The screenshot shows a 'Search Screen' window with the following sections:

- Search Criteria:** Includes fields for Division (0 to 9999), Program Name (CUSTOMER MAINTENANCE), Field Name, Key Field 1, Key Field 2, Key Field 3, Change Date From (01/01/2013), To (01/31/2026), and Changed By. There are 'Search' and 'Reset' buttons.
- Message:** A yellow box states: 'If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster.'
- Table:** A table with columns: Div, Action, Key Field 1, Key Field 1 Value, Affected Field, Previous Value, New Value, Date, Time, and User. It lists various modifications to fields like ADDRESS, CITY, STATE, ZIPCODE, PHONE, etc.
- Misc Information:** Includes Program Path (MAIN MENU:MAIN MENU EF;SUPERVISOR;MAINTENANCE M), Initiating Prog Name (CUSTOMER MAINTENANCE), and Key Field 2/3.
- Footer:** A blue bar with the text: 'If you're entering multiple search criteria and it's slow, uncheck "Auto-Search" first, then press "Search" to see results'. It also shows 'Audit Records' (1,423) and an 'Exit' button.

3. The system will automatically filter the table and display items that have had *Action* items applied, such as *Create*, *Modify*, or *Delete*.
4. To add an additional level of search, it is suggested that *Key Field 1*, *Key Field 2*, and *Key Field 3* be utilized.
Note: Searching by *Field Name* requires an EXACT match.
5. To search by *Key Field 1* (to find a specific account), select from the drop-down list (**Ex. CUSTOMER**).
6. Enter the customer account number. This value must be equal to the total number of allowable digits for a customer account which is 10 characters. Choose **Search**.
 - o If the customer account number is not equal to 10 characters, insert leading zeros.
 - Account 12345 should be entered as 0000012345.
 - o For a tank RRN, the number of allowable characters is nine.

Search Screen

Search Criteria

Division: 0 to 9999 Key Field 1: CUSTOMER 0007149371 Action:
 Program Name: CUSTOMER MAINTENANCE Key Field 2:
 Field Name: Key Field 3:
 Change Date From: 06/01/2022 To: 06/15/2022
 Changed By:
 If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster
☒ Auto-Search Search Reset

Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
1	Modify	CUSTOMER	0007149371	ACTIVE OR INACTIVE	A	I	06/01/2022	09:07:04	MARY.SHR
1	Modify	CUSTOMER	0007149371	ACTIVE INACTIVE DATE	00000000	20220601	06/01/2022	09:07:04	MARY.SHR
1	Modify	CUSTOMER	0007149371	ACTIVE INACTIVE REASON Cx	00000000000000000000	00000000000000000000	06/01/2022	09:07:04	MARY.SHR

Misc Information

Program Path: MAIN MENU;MAIN MENU EF;CUSTOMER MENU;CUSTOMER Key Field 2:
 Initiating Prog Name: CUSTOMER MAINTENANCE Key Field 3:
 If you're entering multiple search criteria and it's slow, uncheck "Auto-Search" first, then press "Search" to see results Audit Records: 1,468,678 Exit

7. The system will filter based on the criteria entered. In the above example:

- MARY.SHR modified Customer Account 7149371 from *Previous Value A* to *I* for *Active to Inactive*.
- MARY.SHR modified the *Active Inactive Date* to 20220601 (06/01/2022).
- MARY.SHR modified the *Inactive Reason Code* to a 6.
- All actions took place on 06/01/2022 at 9:07:04 AM
- There are no additional items in the *Key Field 2* or *Key Field 3* areas. Items that might appear in these fields are contract numbers, call-in entries, etc.

8. If additional search items should be entered, select an *Action* type such as *Delete* if trying to determine if a user deleted an item.

9. An additional search filter is *Changed By*. Enter the Energy Force username such as JOE.CASE.

Search by Key Field 1, Key Field 2, and Key Field 3

If unsure which Program Name to select, leave the *Program Name* blank and instead choose to search by Key Fields. *Key Field 1* must have an entry before *Key Field 2* can be chosen and so on.

In the image below, SSHEPHERD deleted a Call-In Entry for Customer Account 18920977 for Tank RRN 836350.

Query Records

Search Criteria

Division: 0 to 9999 Key Field 1: CUSTOMER 0018920977 Action:
 Program Name: Key Field 2: TANK RRN 000836350 Change Date From: 06/01/2022 To: 06/15/2022
 Field Name: Key Field 3:
 Changed By:
 If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster
☒ Auto-Search Search Reset

Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
1	Delete	CUSTOMER	0018920977	DELETE RECORD			06/01/2022	06:47:23	SSHEPHEI

Misc Information

Program Path: MAIN MENU;MAIN MENU EF;CALL IN ENTRY;CALL IN ENTRY Key Field 2: TANK RRN 000836350
 Initiating Prog Name: CALL IN ENTRY Key Field 3: CALL-IN DA 05/28/2022
 If you're entering multiple search criteria and it's slow, uncheck "Auto-Search" first, then press "Search" to see results Audit Records: 1,468,678 Exit

If *Key Field 2* is removed, all records associated with the audit for customer number will display. The image below

shows an additional call-in entry was removed for account 18920977.

ef Search Screen

Search Criteria

Division

0 to 9999

Key Field 1

CUSTOMER

0018920977

Action

Program Name

Key Field 2

Change Date From

06/01/2022

To

06/15/2022

Field Name

Key Field 3

Changed By

If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster

☒ Auto-Search

Search

Reset

Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
1	Delete	CUSTOMER	0018920977	DELETE RECORD			06/01/2022	06:47:23	SSSHEPHEI
1	Delete	CUSTOMER	0018920977	DELETE RECORD			06/01/2022	06:47:51	SSSHEPHEI

Misc Information

Program Path

MAIN MENU;MAIN MENU EF;CALL IN ENTRY;CALL IN ENTRY

Key Field 2

TANK RRN

001044197

Initiating Prog Name

CALL IN ENTRY

Key Field 3

CALL-IN DA

05/31/2022

Other Search Methods

Action and Changed By can be utilized as audit search features.

Action

Delete

Change Date From

01/01/2016

To

01/31/2026

Changed By

MOGRADY

☒ Auto-Search

Search

Reset

Optionally export selected displayed data to excel if needed.

Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
1	Delete	CUSTOMER	0000113140	DELETE RECORD			12/20/2023	15:59:28	MOGRADY
1	Delete	CUSTOMER	0000121866	DELETE RECORD			02/08/2024	14:47:27	MOGRADY
1	Delete	CUSTOMER	0000122180	DELETE RECORD			12/21/2023	11:52:30	MOGRADY
1	Delete	TANK RRN	000001051	DELETE RECORD			11/29/2023	08:55:26	MOGRADY
1	Delete	TPR	00006924	DELETE RECORD			11/30/2023	14:34:43	MOGRADY
1	Delete	TANK RRN	000001133	DELETE RECORD			12/13/2023	12:34:49	MOGRADY
1	Delete	TANK RRN	000000722	DELETE RECORD			01/22/2024	15:22:07	MOGRADY

Audited Programs

Find a list of the programs that are currently auditable using the search criteria.

Audited Types

Find a list of the types currently auditable using the search criteria.

Note: Both Audited Programs and Audited Types are for the purpose of the Audit Log only and should not be Modified or Created.