

Audit Log

Last Modified on 01/22/2026 4:07 pm EST

Audit Log Fields

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

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	[REDACTED]
1	Create	PARAMETER		CREATE RECORD			01/13/2026	15:25:50	[REDACTED]
1	Processing	RACK	0000000001	PROGRAM PROCESSED			01/13/2026	16:08:08	[REDACTED]
1	Processing	JOURNAL	0000001212	PROGRAM PROCESSED			01/20/2026	14:18:27	[REDACTED]
2	Create	TANK RRN	000000614	CREATE RECORD			01/08/2026	11:42:36	[REDACTED]

- 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.

ef Search Screen

Search Criteria

Division	0 to 9999	Key Field 1		Action	
Program Name	CUSTOMER MAINTENANCE	Key Field 2		Change Date From	01/01/2013 To 01/31/2026
Field Name		Key Field 3		Changed By	
<input checked="" type="checkbox"/> If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster <input checked="" type="checkbox"/> Auto-Search Search Reset					

Div Action Key Field 1 Key Field 1 Value Affected Field Previous Value New Value Date Time User

Div	Action	Key Field 1	Key Field 1 Value	Affected Field	Previous Value	New Value	Date	Time	User
1	Modify	DIVISION	0000000001	DIVISION NAME	ABC COMPANY	STACYVILLE LP GAS	07/13/2017	12:37:33	SREASON:
1	Modify	DIVISION	0000000001	ADDRESS	123 ANYWHERE AVE	408 West Vernon ST	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	ADDRESS2		PO Box 128	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	CITY	AVON	Stacyville	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	STATE	IN	IA	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	ZIPCODE	46123	50476	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	PHONE	8007836560	6417102478	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	FAX PHONE	8005555555	6417102026	07/13/2017	12:38:12	SREASON:
1	Modify	DIVISION	0000000001	800 PHONE	8007836560		07/13/2017	12:38:12	SREASON:
1	Modify	CUSTOMER	0000100000	FIRST NAME	JANE	JOHN	07/13/2017	12:39:05	SREASON:
1	Modify	CUSTOMER	0000100000	NAME	DOE,JANE	DOE,JOHN	07/13/2017	12:39:05	SREASON:
1	Modify	CUSTOMER	0000100000	CITY	AVON	STACYVILLE	07/13/2017	12:39:05	SREASON:
1	Modify	CUSTOMER	0000100000	STATE	IN	IA	07/13/2017	12:39:05	SREASON:
1	Modify	CUSTOMER	0000100000	ZIPCODE	46123	50476	07/13/2017	12:39:05	SREASON:
1	Modify	CUSTOMER	0000100000	LAST STATEMENT DATE	20160531	20170630	07/13/2017	13:23:38	SREASON:
1	Modify	CUSTOMER	0000100007	PHONE	3178984455	3179994444	09/07/2017	15:51:31	SREASON:

Misc Information

Program Path	MAIN MENU,MAIN MENU EF,SUPERVISOR,MAINTENANCE M	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** 1,423 **Exit**

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.

ef Search Screen

Search Criteria

Division	0 to 9999	Key Field 1	CUSTOMER	0007149371	Action	
Program Name	CUSTOMER MAINTENANCE	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

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	C1 000000000000.00000 000000000006.00000	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

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

- o MARY.SHR modified Customer Account 7149371 from *Previous Value A* to *I* for *Active* to *Inactive*.
- o MARY.SHR modified the *Active Inactive Date* to 20220601 (06/01/2022).
- o MARY.SHR modified the *Inactive Reason Code* to a 6.
- o All actions took place on 06/01/2022 at 9:07:04 AM
- o 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.

ef 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

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	SSHEPHERD

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

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.

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

Search Criteria:

- Division: 0 to 9999
- Key Field 1: CUSTOMER
- Key Field 1 Value: 0018920977
- Action: (empty)
- Program Name: (empty)
- Key Field 2: (empty)
- Change Date From: 06/01/2022
- To: 06/15/2022
- Field Name: (empty)
- Key Field 3: (empty)
- Changed By: (empty)

Search Options:

- If your search is slow, selecting a Division# with the Criteria selected will make the search run much faster.
- Auto-Search
- Search**
- Reset**

Table Headers: Div, Action, Key Field 1, Key Field 1 Value, Affected Field, Previous Value, New Value, Date, Time, User

Table Data:

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
1	Delete	CUSTOMER	0018920977	DELETE RECORD			06/01/2022	06:47:51	SSHEPHEI

Misc Information:

- Program Path: MAIN MENU;MAIN MENU EF;CALL IN ENTRY;CALL IN ENTRY
- Key Field 2: TANK RRN
- Key Field 2 Value: 001044197
- Initiating Prog Name: CALL IN ENTRY
- Key Field 3: CALL-IN DA
- Key Field 3 Value: 05/31/2022

Other Search Methods

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

The screenshot shows a search interface with the following filters:

- 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.

The screenshot shows an audit log table with a context menu open over a specific row. The menu options are:

- Export To Excel
- Copy Grid Data
- Copy Screen
- Columns
- Filter

Table Headers: Div, Action, Key Field 1, Key Field 1 Value, Affected Field, Previous Value, New Value, Date, Time, User

Table Data:

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	00000722	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.