



## Benchmark Analytics®

New Audit Log and Report Hyperlink Capabilities, Expanded Organizational Profile Features

**FEATURE UPDATE**

### What's New

#### Audit Log

A new feature that allows users with audit log access to search and view changes to user profile records. This is the first release of many new audit features that will be coming in the near term.

#### Report Hyperlink

Expanded functionality enables you to add unique hyperlink URLs from reports to facilitate review of policy or additional information outside of the Benchmark application.

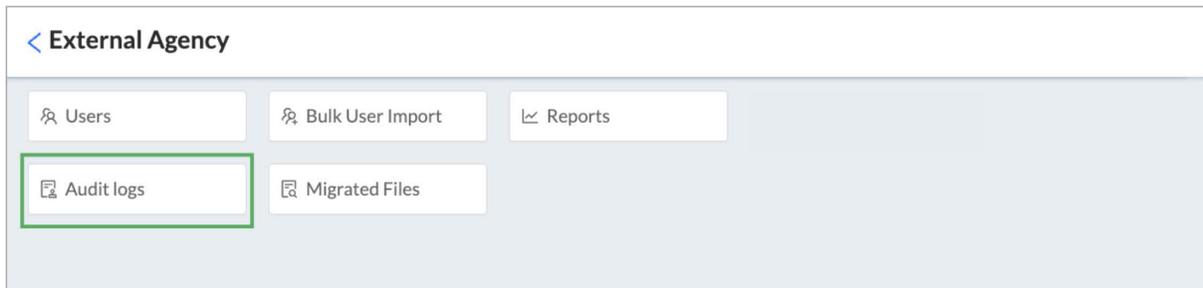
#### Organization Profile: Contact Addresses

As part of our ongoing build of organization profile capabilities, you can now add and maintain primary and mailing addresses of your organizations.

# Audit Log

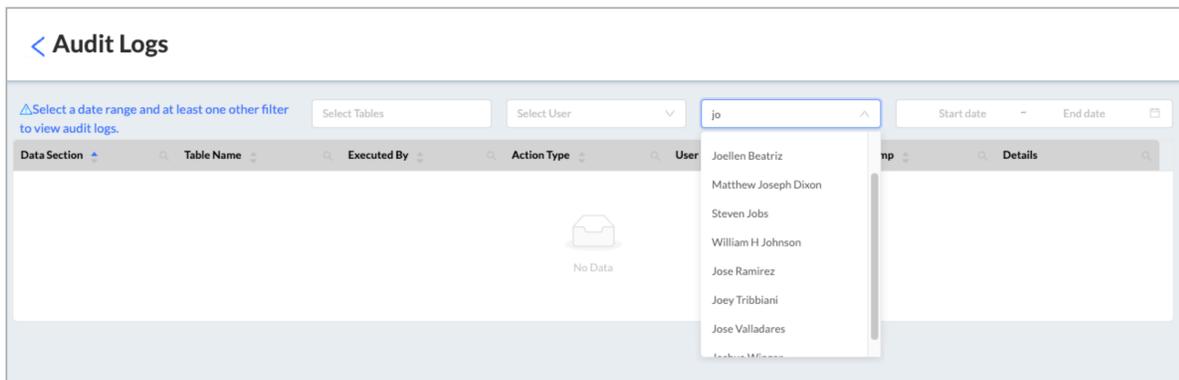
## About This Feature

Audit logs provide a timestamp of changes, creations and deletions made to records in Benchmark Analytics. Users granted permission to access audit logs can find them in the Admin section of the left navigation panel.



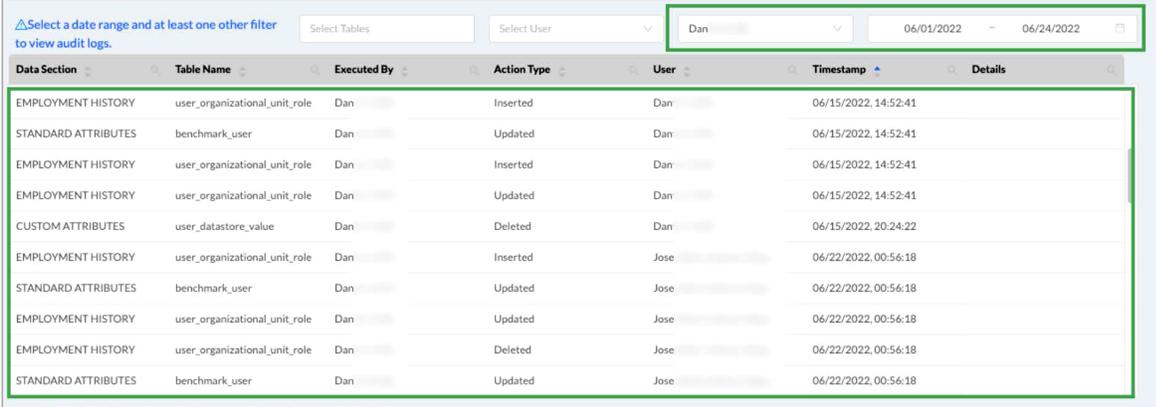
## How to Use Audit Log

On load of the Audit Log page, you must select one filter (the profile table, user profile impacted or user performing the action) and a date range for the data to be returned. To filter by user, you can use either the user's name or their Badge/Star ID.



# Audit Log

Below is an example of a filtered list of actions that fit the criteria. In this scenario, these are all the actions that were executed by an example user "Dan" between June 1 and June 24, 2022:



| Data Section        | Table Name                    | Executed By | Action Type | User | Timestamp            | Details |
|---------------------|-------------------------------|-------------|-------------|------|----------------------|---------|
| EMPLOYMENT HISTORY  | user_organizational_unit_role | Dan         | Inserted    | Dan  | 06/15/2022, 14:52:41 |         |
| STANDARD ATTRIBUTES | benchmark_user                | Dan         | Updated     | Dan  | 06/15/2022, 14:52:41 |         |
| EMPLOYMENT HISTORY  | user_organizational_unit_role | Dan         | Inserted    | Dan  | 06/15/2022, 14:52:41 |         |
| EMPLOYMENT HISTORY  | user_organizational_unit_role | Dan         | Updated     | Dan  | 06/15/2022, 14:52:41 |         |
| CUSTOM ATTRIBUTES   | user_datastore_value          | Dan         | Deleted     | Dan  | 06/15/2022, 20:24:22 |         |
| EMPLOYMENT HISTORY  | user_organizational_unit_role | Dan         | Inserted    | Jose | 06/22/2022, 00:56:18 |         |
| STANDARD ATTRIBUTES | benchmark_user                | Dan         | Updated     | Jose | 06/22/2022, 00:56:18 |         |
| EMPLOYMENT HISTORY  | user_organizational_unit_role | Dan         | Updated     | Jose | 06/22/2022, 00:56:18 |         |
| EMPLOYMENT HISTORY  | user_organizational_unit_role | Dan         | Deleted     | Jose | 06/22/2022, 00:56:18 |         |
| STANDARD ATTRIBUTES | benchmark_user                | Dan         | Updated     | Jose | 06/22/2022, 00:56:18 |         |

The definitions of the audit results are:

- **Data Section:** User Profile sections (Standard Attributes, Custom Tables, Employment History)
- **Table Name:** This is the table in the profile that was adjusted:
  - user: this will appear when a new user profile is created
  - benchmark\_user: standard data fields on an existing user profile
  - user\_datastore\_value: custom data fields on a user profile
  - user\_employment\_history: employment history record on a user profile
  - user\_organizational\_unit: relationship between user and organization
  - user\_organizational\_unit\_history: appearance of user in organization's profile
- user\_organizational\_unit\_role: assigned user roles
- **Executed By:** The user who made the change
- **Action Type:** Updated, Inserted (Added New), Deleted
- **User:** The name of the user whose profile was changed
- **Timestamp:** Date and time of the action (currently in UTC)

## How to Access Audit Logs

Please contact your implementation lead with a list of users that should have permission to access Audit Logs.

## 'Coming Soon' to Audit Log Functionality

Audit logs for changes to the user profile are available in this release. The logs will be expanded to include report activity records in the near future. We will also enhance capabilities to allow users to select by unique identifiers such as Star/Badge Number.

# Report Hyperlink

## About This Feature

You can now hyperlink from reports to unique URLs specific to the report content. This helps the report submitter reference specific department policies, files stored in other systems, or other links relevant to report review.

### Report Submitter View:

**Evidence**

Evidence Technician Requested  No

**Additional Evidence**

URL to Externally Stored Resources

Calea Website

https://www.calea.org/

Report Submitter directs Report Reviewer, names the link "Calea Website" and submits the URL for this link.

### Report Reviewer View:

**Evidence**

Evidence Technician Requested  No

**Additional Evidence**

URL to Externally Stored Resources

Calea Website

Report Reviewer clicks on the link name "Calea Website" and a new tab opens with the URL as entered by the Report Submitter.

Clicking the link opens a new tab that will open in your web browser. You can easily switch between the report tab and the content in the new tab.

Your implementation lead can also configure the form to set a URL prefix/domain to link to for added quality control.

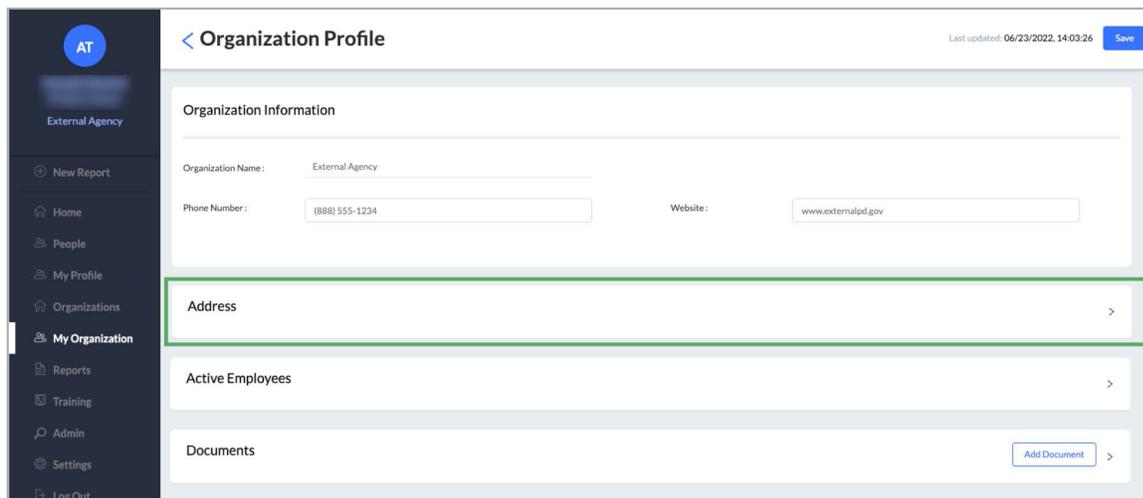
## How to Access the Report Hyperlink Feature

Your forms will need to be adjusted to include this new functionality. Please contact your implementation lead to discuss adding it to your reporting suite.

# Organization Profile: Contact Addresses

## About This Feature

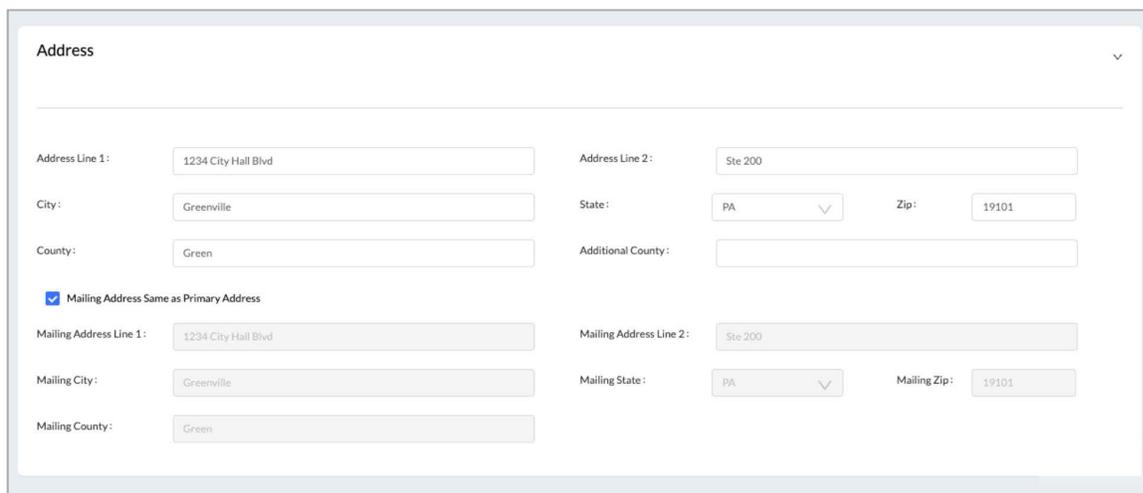
Users of the Organization Profile can now add and maintain primary and mailing addresses for the organizations.



The screenshot shows the 'Organization Profile' page. The left sidebar contains navigation options: AT, External Agency, New Report, Home, People, My Profile, Organizations, My Organization, Reports, Training, Admin, Settings, and Log Out. The main content area is titled '< Organization Profile' and includes a 'Save' button in the top right corner. The 'Organization Information' section contains fields for Organization Name (External Agency), Phone Number ((888) 555-1234), and Website (www.externalpd.gov). The 'Address' section is highlighted with a green border and has a right-pointing chevron. Below it are sections for 'Active Employees' and 'Documents' with an 'Add Document' button.

## How to Use Organization Profile Address

Enter the organization's address and click the blue Save button in the top right corner of the profile (see screenshot above).



The screenshot shows the 'Address' form. It has a title 'Address' with a dropdown arrow. The form is divided into two columns. The left column contains fields for Address Line 1 (1234 City Hall Blvd), City (Greenville), and County (Green). The right column contains fields for Address Line 2 (Ste 200), State (PA), and Zip (19101). Below these is a checkbox labeled 'Mailing Address Same as Primary Address' which is checked. Underneath, there are corresponding fields for Mailing Address Line 1, Mailing City, Mailing County, Mailing Address Line 2, Mailing State, and Mailing Zip.

By default, the mailing address is the same as the primary address. You can de-select this option to enter a separate mailing address. If you re-select this option, it will revert to the primary address above.



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