Apprentice Information Systems, Inc.

WinCollect Audit Logs

From time to time, you may wish to access audit logs within WinCollect to monitor user activity in the collection database. There are two logs within the program that give you details of changes done in the system.

The change slip report in WinCollect will list details changes to valuations or amounts on tax records. To access this report, choose the Change Slip Report under the Reports menu of the program. You can run the report by date range or correction number range by clicking on the appropriate tab.

S Change Slip Selection	22
Date Range Number Range Starting Date : 1/1/2014 Ending Date : 6/5/2014	Sort By : Date Select Type : All Show Only Assessor's Changes
Record Filter	
🕝 ОК	😢 Cancel

When choosing to run the date range tab, you can specify the date range by entering your starting date and ending date. Then you can choose your sort by to sort the records in the report by whatever option you choose. Most users choose to sort by date. The select type option is filtering the report for a specific tax type. The record filter button is used to build a custom filter to filter the report results.

An example record filter to look for current year real estate corrections would be the following:

TaxYear=2013 AND Book='C' AND PropType='R'

To run a correction report by correction number range, you can click on the number range tab. You will need to specify a beginning correction number and an ending correction number to run the report.

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The second type of audit report is the security log under File – Lookup Tables – Security – Security Log of the WinCollect program. Click on View/Search security log to view the search window.

From there, you can filter the results by user, starting date, ending date, and log types

Close	Search			
		User:	Start Date: End Date:	<u> </u>
	Log	Туре:	<u>•</u>	
Refer	ence Nu	mber:		
User	Туре	Reference	Action Date Action	Comment
ĊLP	TPID	57269	4/8/2014 1:21:1Address Change	Old Address: 2724 COLU
RPW	TPID	69377	4/8/2014 12:12 Address Change	Old Address: 385 LITTLE
YDC	TPID	68357	4/8/2014 11:04 Address Change	Old Address: 112 COLUM
YDC	TPID	24	4/8/2014 11:03 Address Change	Old Address: PO BOX 38
YDC	TPID	65753	4/8/2014 11:02 Address Change	Old Address: 803 NORT
YDC	TPID	39586	4/8/2014 11:01 Address Change	Old Address: 126 NORT
YDC	TPID	18248	4/8/2014 11:00 Address Change	Old Address: 1120 OLIVE
YDC	TPID	72254	4/8/2014 10:59 Address Change	Old Address: 905 EAST
YDC	TPID	23327	4/8/2014 10:58 Address Change	Old Address: 511 W WO
YDC	TPID	71946	4/8/2014 10:57 Address Change	Old Address: 50 COLUM
RPW	TPID	26336	4/8/2014 9:59:2Address Change	Old Address: PO BOX 76
RPW	TPID	61562	4/8/2014 9:42: Address Change	Old Address: 2105 NOR
RPW	TPID	69131	4/8/2014 9:39:5 Address Change	Old Address: 2105 NOR
CLP	TPID	44691	4/8/2014 9:38:2Address Change	Old Address: 141 OAKLA
YDC	TPID	75064	4/8/2014 9:07:1Address Change	Old Address: 841 COLUM
YDC	TPID	38492	4/8/2014 9:03:1Address Change	Old Address: 51555 MON
YDC	TPID	5844	4/8/2014 8:27:! Address Change	Old Address: C/O KENT
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The following are the log types you can use to search the security log records:

TPID = Taxpayer record changes RCPT = Receipt record changes PROP = Property record changes CORR = Correction record changes

You can also print the search results or export them out to an Excel Spreadsheet from the toolbar options at the top of the window.