

## 1.2.1 Audit Logs Page for a Subject

To view the Audit Logs of Events for a Subject, click the View icon in the Actions column of the View Study Log page. The Audit Logs page opens for the Subject, providing a detailed history for all Events for the Subject.

You can also access the Audit Logs for a Subject from the Subject Matrix. Click the View icon in the Actions column of the Subject Matrix, and then on the View Subject page, expand the Study Subject Record section and select the Audit Logs link (located at the top of the section). The Subject's Audit Logs page opens.

*Excerpt from Audit Logs Page for a Subject (CAM103):*

### CAM103 Audit Logs

Study Subject ID	Secondary Subject ID	Date of Birth	Person ID	Created By	Status
CAM103		13-Jun-1959	OC003	jsmith_crc	available

Audit Event	Date/Time of Server	User	Value Type	Old	New
Study Subject Created	06-Jul-2011 10:47:25	jsmith_crc			
Subject Created	06-Jul-2011 10:47:25	jsmith_crc			
Subject Group Assignment	06-Jul-2011 10:47:25	jsmith_crc	Status		Regimen III

Study Events	Location	Date	Occurrence Number
Registration Visit		09-May-2011	1
Initial Treatment		16-May-2011	1
Follow-up Treatment		16-May-2011	1
Follow-up Treatment		30-May-2011	2
Follow-up Treatment		06-Jun-2011	3

Name		Registration Visit									
Location											
Start Date		09-May-2011									
Status		completed									
Occurrence Number		1									
Name		Version		Deleted By		Delete Date					
Audit Event		Date/Time of Server		User		Value Type		Old		New	
Study Event scheduled		06-Jul-2011 10:48:24		jsmith_crc		Status		invalid		scheduled	
Study Event data entry started		06-Jul-2011 16:23:37		jsmith_crc		Status		scheduled		data_entry_started	
Study Event completed		06-Jul-2011 16:25:34		jsmith_crc		Status		data_entry_started		completed	
Name		Version		Date Interviewed		Interviewer Name		Owner			
Verification of Informed Consent		v2.0						jsmith_crc			
Audit Event		Date/Time of Server		User		Value Type		Old		New	
Event CRF marked complete		06-Jul-2011 16:23:48		jsmith_crc		Status (0)		available		unavailable	
Name		Version		Date Interviewed		Interviewer Name		Owner			
Eligibility		v1.0						jsmith_crc			
Audit Event		Date/Time of Server		User		Value Type		Old		New	
Event CRF marked complete		06-Jul-2011 16:24:11		jsmith_crc		Status (0)		available		unavailable	
Name		Version		Date Interviewed		Interviewer Name		Owner			
Physical Exam		English						jsmith_crc			
Audit Event		Date/Time of Server		User		Value Type		Old		New	
Event CRF marked complete		06-Jul-2011 16:25:34		jsmith_crc		Status (0)		available		unavailable	
Item data status changed		06-Jul-2011 16:25:34		jsmith_crc		OTHERBODYSYSTEM_COMMENTS (1)		available		unavailable	
Item data status changed		06-Jul-2011 16:25:34		jsmith_crc		OTHERBODYSYSTEM_STATUS (1)		available		unavailable	
Item data status changed		06-Jul-2011 16:25:34		jsmith_crc		OTHERBODYSYSTEM (1)		available		unavailable	

## Download the Audit Log to Excel

To download the Audit Log to Excel, click the blue download button to the right of the Audit Log header.

## CAM103 Audit Logs

Study Subject ID	Secondary Subject ID	Date of Birth	Person ID	Created By	Status
CAM103		13-Jun-1959	OC003	jsmith_crc	available

Then, to open the Audit Log in Excel, click OK.

Study Subject ID	Secondary Subject ID	Date of Birth	Person ID	Created By	Status
CAM103		13-Jun-1959	OC003	jsmith_crc	available
Audit Event	Date/Time of Server	User	Value Type	Old	New
study_subject_created	06-Jul-2011 10:47:25	jsmith_crc			
subject_created	06-Jul-2011 10:47:25	jsmith_crc			
subject_Group_Assignment	06-Jul-2011 10:47:25	jsmith_crc	Status		Regimen III
Study Events	Location	Date	Occurrence Number		
Registration Visit		09-May-2011	1		
Initial Treatment		16-May-2011	1		
Follow-up Treatment		16-May-2011	1		
Follow-up Treatment		30-May-2011	2		
Follow-up Treatment		06-Jun-2011	3		

The Subject information is displayed on the first worksheet, and the audit information for each Event is displayed on a separate worksheet.

**Note:** Though the Audit Log may be easier to read in Excel, this cannot be considered a compliant Audit Log since it can be edited. This functionality is solely provided for ease of viewing the audit information. The Audit Log that is viewed in OpenClinica, however, is fully compliant and cannot be edited.

Functional approval by Laura Keita. Signed on 2015-04-01 9:36AM

Approved for publication by Ben Baumann. Signed on 2015-04-01 4:48PM

Not valid unless obtained from the OpenClinica document management system on the day of use.