

# Option 3 Record Audit Date

The IPAC Agency Administrator's primary system responsibilities are the creation of user accounts and enforcement of the system security policy. The security policy enforcement includes the assignment and periodic (quarterly) review of user access to ensure that all granted authority is warranted and proper. The quarterly review should ensure all Login IDs have the proper user status and roles assigned to them. Please refer to *Option 8 Edit User Status* and *Appendix A* of this manual for further detail.

Use the "Record Audit Date" function to record the date you performed such an audit / review for an IPAC organizational entity (ALC or Payroll Office). Your audits will be reviewed by a Master Administrator with responsibility for IPAC System security.

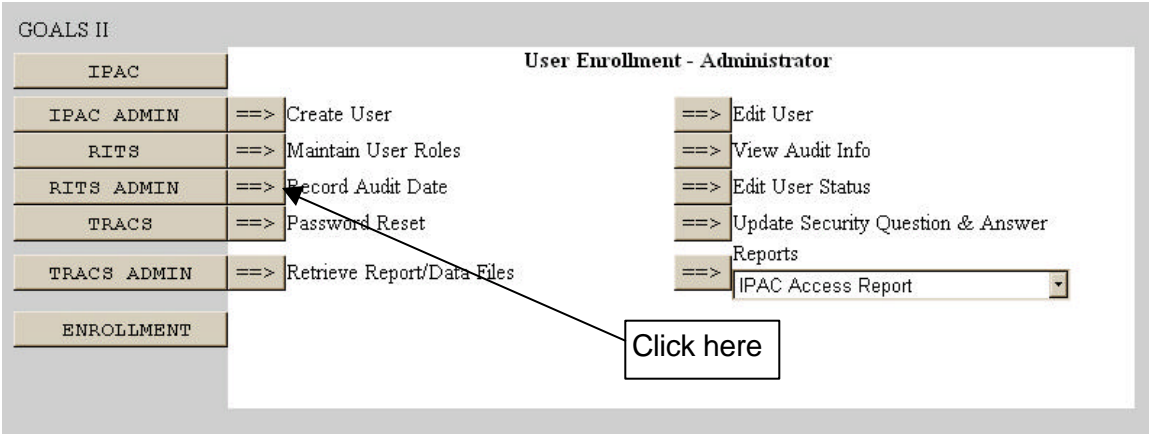


Figure 1.14 Enrollment Main Menu

Select the "Record Audit Date" button (as shown in Figure 1.14) to display the **Enter Audit Information** screen shown in Figure 1.15.

## Enter Audit Information

The screenshot shows a web application window titled "Enrollment - Enter Audit Information". The window has a header bar with the title. Below the header, there are three buttons: "OK", "Return To Enrollment Main Menu", and "Help". The main content area contains two data entry fields: "Organization:" with a dropdown menu showing "(ALC) 20180002" and "Date of Audit:" with a text box containing "2001-09-18". At the bottom of the window, there are three more buttons: "OK", "Return To Enrollment Main Menu", and "Help".

**Figure 1.15 Enter Audit Information**

This screen allows you to record the date on which you most recently performed a security audit for a specific IPAC Organizational Entity. It has two data entry fields.

### **Organization**

The first field on this screen is the Organization. This is the IPAC Organizational Entity (ALC or Payroll Office) for whom you are performing the audit. Your Login ID will determine the Organization(s) for which you are authorized to perform security audits

If you are only authorized to act on behalf of **one Organization**, that Organization will display in the Organization data entry box.

If you are authorized to do business for **multiple Organizations**, those Organizations will display in a drop-down list box for the Organization.

If you are authorized to do business for **more than 25 Organizations**, the Organization field will display as a blank data entry box.

The Organization field is required and you must accept the Organization shown as a default, choose an Organization from the drop-down menu or enter an Organization in this field.

### **Date of Audit**

The Date of Audit is also a required field. Type in the date the audit was performed in "YYYY-MM-DD" format.

The function buttons available on this screen are:

#### **"OK"**

Records the audit information just entered in the IPAC database and displays the **Record Audit Date Confirmation** screen shown in Figure 1.16.

#### **"Return To Enrollment Main Menu"**

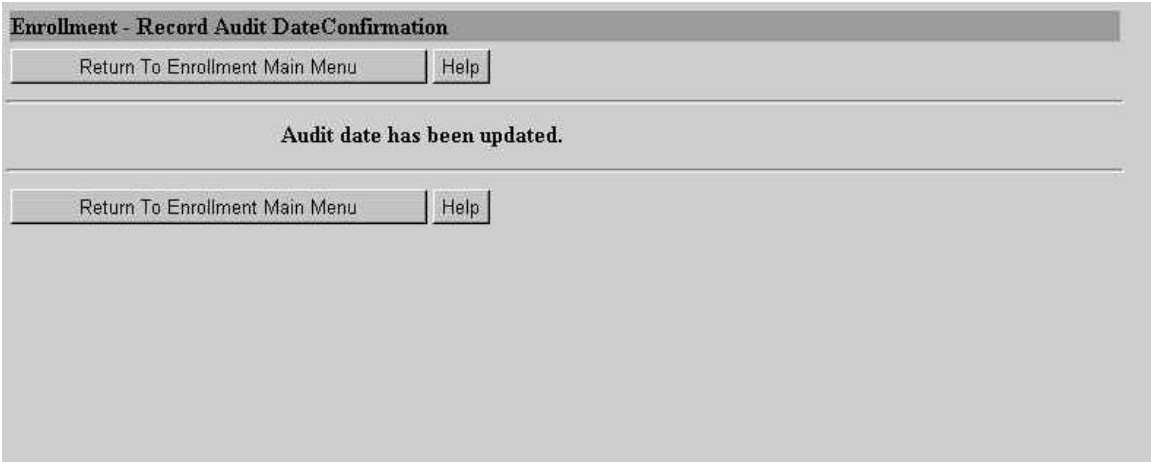
Returns you to the **Enrollment Main Menu** screen without saving any audit information you may have entered on this screen.

**“Help”**

Displays the system help for this screen.

**Record Audit Date Confirmation**

Entering an Organization and an audit date and selecting “OK” on the **Enter Audit Information** screen will save the audit information to the IPAC database and display the **Record Audit Date Confirmation** screen shown in Figure 1.16.



**Figure 1.16 Record Audit Date Confirmation**

Select “Return To Enrollment Main Menu” for more menu options.

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