Option 7 View Audit Info

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.

Use the "Record Audit Date" function to record the date you performed such an audit / review for an IPAC organizational entity (see *Option 3*). The "View Audit Info" function allows you to review the information you entered through the "Record Audit Date" function. To access this function, Select the "View Audit Info" function button from the **Enrollment Main Menu** as shown in Figure 1.25
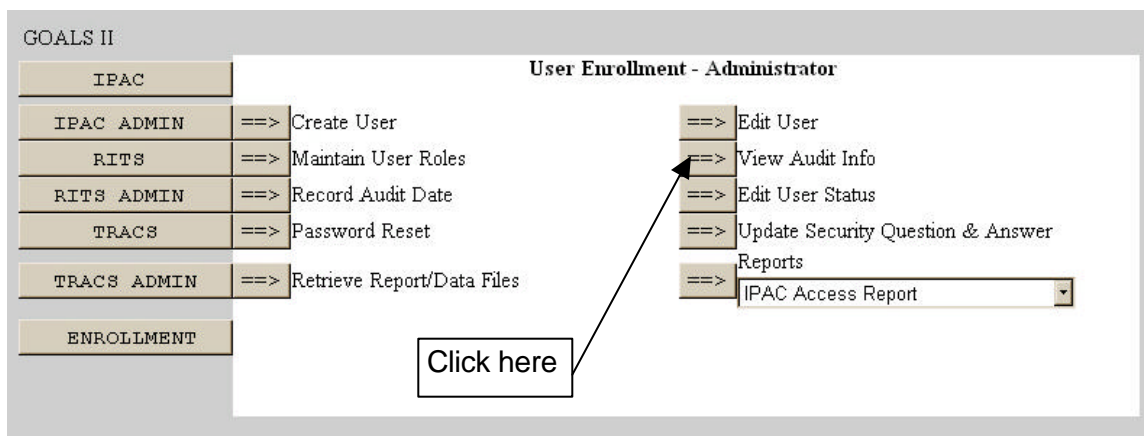

Figure 1.25 Enrollment Main Menu

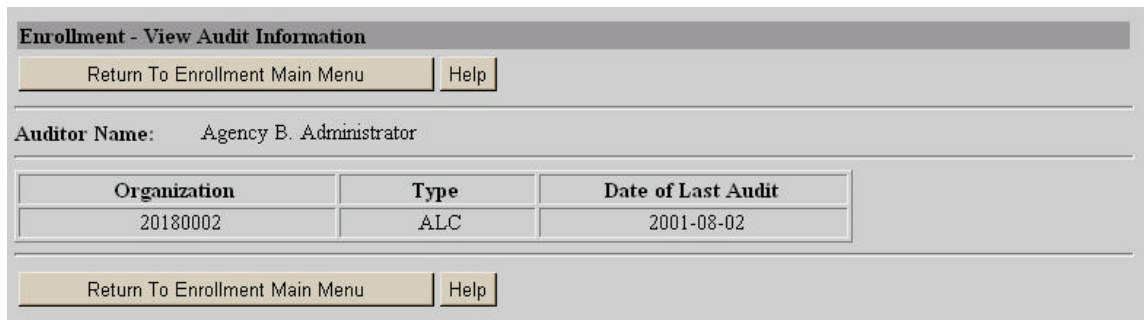This will display the **View Audit Information** screen, as shown in Figure 1.26.

Figure 1.26 View Audit Information

This screen shows the organization, the organization type (ALC or Payroll Office) and the date of the most recent audit you entered for each IPAC Organizational Entity. Only the organizations the IPAC Agency Administrator has authority to enter work for will be displayed.

Select "Return To Enrollment Main Menu" button for more menu options.