

Audit Trail 8™

Manage Risk and Reduce Compliance Costs

- Protect Information from Unauthorized Access or Release
- Increase Visibility into Enterprise Processes
- Generate Audit Reports Quickly and Easily

Information is one of your organization's most important assets—and one of the most highly regulated. As the penalties associated with poor record keeping and inadequate security grow increasingly severe, it becomes ever more critical that organizations in all industries take a proactive approach to managing and protecting information.

By constantly monitoring and recording events that occur in your document repository, Laserfiche® Audit Trail™ plays a key role in your organization's enterprise risk management strategy. Audit Trail enables you to regularly review user activity, assess the effectiveness of internal control mechanisms and demonstrate regulatory compliance. Perhaps most importantly, Audit Trail readily fits into your existing IT infrastructure, providing you with a detailed view of enterprise business processes—without creating additional work for your IT department.

Gain Greater Insight into Business Processes

You can configure Audit Trail to track almost any user action, from login and logout to creating, modifying, printing and deleting documents. No matter which events you track, Audit Trail provides you with the oversight you need to monitor staff productivity, identify security problems and, if necessary, reconstruct a particular chain of events.

Of course, audit data is only useful if you regularly review it. That's why Audit Trail enables you to create detailed reports, which you can easily filter, sort and graph to identify trends and isolate behavior patterns. These reports make your organization's business processes far more visible, helping you further identify risk—and prevent problems before they occur.

Reduce the Time and Expense of Compliance

From Sarbanes-Oxley to HIPAA and the USA PATRIOT Act, the laws governing data protection and preservation create compliance challenges for all organizations. Audit Trail helps you meet these challenges by automating the monitoring and reporting processes and expediting preparation for formal audits.

Using Audit Trail, you can quickly produce a report listing all the actions taken on a particular document or record, demonstrating that it has not been subject to unauthorized access, alteration or release. In fact, you can easily produce reports containing almost any information an administrator or auditor requires, without having to perform tedious searches or laboriously reconstruct the chain of custody for a particular document or record.

Minimize the Burden on Your IT Department

Like other Laserfiche modules, Audit Trail is easy to both install and maintain. As part of the implementation process, you simply select the event types you want to track for each of your users and groups. The system then writes tracking data to a binary file, which (based on your settings) automatically rolls over, either at a regular time interval or when it has reached a certain file size.

Using an intuitive, Web-based interface, you can easily run reports on both current and archived audit data. To minimize load on the Laserfiche Server™, the system loads tracking data into its own Microsoft® SQL Server™, Microsoft SQL Server Express™ or Oracle® database, which the reporting interface then queries. As a result, you can run reports on archived data without creating an additional connection to the Laserfiche Server—and without affecting system performance.

Because you can access the reporting interface through a standard Web browser (either Microsoft Internet Explorer® 6.0 and higher or Mozilla® Firefox® 2.x), you don't need to perform a client installation to run reports. This accessibility enables authorized administrators and managers to create and review audit reports using nearly any workstation, freeing IT personnel to focus on other tasks. Also, because you assign reporting rights directly to Windows® trustees, managing audit-related security does not create additional work for IT.

Laserfiche Audit Trail 8

Because organizations have diverse business needs, we've created three versions of Audit Trail.

The **Starter Edition** tracks basic events in the repository that involve accessing, modifying or exporting data. Basic events include:

- Login and logout.
- Creating, editing, printing or deleting documents.
- Creating, editing or deleting templates, fields and annotations.
- Adding security tags.
- Exporting documents, volumes or briefcases.
- Sending documents to the Recycle Bin.

The **Standard Edition** builds on the Starter Edition by tracking additional events:

- Granting or revoking login rights for Windows accounts.
- Adding or removing users from Laserfiche groups.

It can also record unsuccessful attempts to perform an action and gives you more granular control over which events are tracked for which users.

The **Advanced Edition** meets the needs of organizations in the most highly regulated industries. It includes all the functionality of the other two editions, and tracks the following events as well:

- Modifications to access rights.
- Modifications to repository-wide settings.
- The creation, modification or deletion of users and groups.
- Password changes.

It can also track all the searches users perform, require users to enter reasons for performing specific actions, and automatically add watermarks to printed or exported documents.

The Next Step: Please call (800) 985-8533 or e-mail info@laserfiche.com for more information.

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