

**Report Description**

**User Management Audit Trail Report**

Report Name : User Management Audit Trail Report

Purpose : This report lists the user management activities performed by Delegated Administrators (DA) on ORP DA platform during the day.

Time Available : This report will be generated at around 12:00 midnight, and available for retrieval on next business day

Frequency : Once daily

**Report Data File Layout**

The report is in CSV format and available in RAP for retrieval. Data in the file is separated by comma (,) and enclosed by double quotation mark (“”).

**File Name:** UserAuditReport\_<CCASS\_Part\_ID>\_ALL\_ALL\_YYYYMMDDHHMMSS.csv

**Field Description:**

<b>#</b>	<b><u>Data item</u></b>	<b><u>Remarks</u></b>
(R1)	Action Type	Action performed by the DA, “Create User”, “Edit User”, “Delete User”
(R2)	Reference No.	Reference no. assigned for each request by ORP platform
(R3)	Request Type	Type of request, i.e. “Submit”, “Approve”, “Reject”
(R4)	Action By	User ID of DA maker/ checker who performed the request
(R5)	Action Date/Time	Date and time of the request
(R6)	Business Application Name	Always “ORP”
(R7)	Email Address	The unique corporate email address of the user
(R8)	User ID	User ID assigned to the user, i.e. [company ID]_[User ID]
(R9)	Internal/External	Always “External”
(R10)	User Type	Type of the user, i.e. “Business” Blank, if Action Type = Delete User
(R11)	Name	Name of the user Blank, if Action Type = Delete User
(R12)	Title	Title of the user, optional field
(R13)	Company	Assigned company of the user
(R14)	Team Email	Email for a team of users, optional field
(R15)	Contact Number	Contact number of the user, optional field
(R16)	Department	Not in use, always blank
(R17)	Assigned Role	Role assigned to the user, i.e. EU_ORP_EXTERNALCOREDESKTOP Blank, if Action Type = Delete User
(R18)	Managed Company	Not in use, always blank
(R19)	User Status	Status of the user, i.e. “Active” or “Inactive”

<b>#</b>	<b><u>Data item</u></b>	<b><u>Remarks</u></b>
(R20)	Locked	“Yes” = user account is locked “No” = user account is not locked Blank, if Action Type = Delete User
(R21)	Deleted	“Yes” = user account is deleted “No” = user account is existed
(R22)	Action Results	Shows the results of the submitted request, i.e. “Successful” or “Unsuccessful”
(R23)	Error Message (if unsuccessful)	Mandatory field, if checker rejected the request
(R24)	Total no. of create user	Show the number of created users being (1) Submit; or (2) Approve/Reject
(R25)	Total no. of edit user	Show the number of edited users being (1) Submit; or (2) Approve/Reject
(R26)	Total no. of delete user	Show the number of deleted users being (1) Submit; or (2) Approve/Reject

*Note:*  
 The audit trail activities will be first sorted by action type in the sequence: “Create User” > “Edit User” > “Delete User”, second by reference number of activities.

For edited user fields, before and after images are displayed in the same field of ORP DA maker’s activity log following the format: “Before: {DATA}, After: {DATA}”.

**Sample File**

```
UserAuditReport_B99999_ALL_ALL_20210423000002.csv
1 The function may contain "Personal Data" that must not be used for any purpose other than that for which they were originally collected.
2 "Once the data contained in this database or printed reports have ceased to service their legitimate purpose, they must be appropriately destroyed."
3
4 Action Type,Reference No.,Request Type,Action By,Action Date/Time,Business Application Name,Email Address,User ID,Internal/External,User Type,Name,Title,Company,
5 "Create User","5264","Submit","999999_damaker","20210422 16:43:16","ORB","businessuserc@xyz.com.hk","999999_businessuserc","External","Business","Business User C
6 "Create User","5264","Approve","999999_dachecker","20210422 17:02:49","ORB","businessuserc@xyz.com.hk","999999_businessuserc","External","Business","Business Use
7
8 Total no. of create user ,Submit :1,Approve/Reject :1
9 Total no. of edit user ,Submit :0,Approve/Reject :0
10 Total no. of delete user ,Submit :0,Approve/Reject :0
```

```
UserAuditReport_B99999_ALL_ALL_20210423000002.csv
1
2
3
4 Team Email,Contact Number,Department,Assigned Role,Managed Company,User Status,Locked,Deleted,Action Results,Error Message(if unsuccessful)
5 ",","","XYZ Company Limited","","","XYZ Company Limited_HKSCC Participant_EU_ORP_EXTERNALCOREDESKTOP","","Active","No","No","Successful",""
6 er C","","XYZ Company Limited","","","XYZ Company Limited_HKSCC Participant_EU_ORP_EXTERNALCOREDESKTOP","","Active","No","No","Successful",""
7
8
9
10
```

- Excel view:

A	B	C	D	E	F	G	H	I	J	K
The function may contain "Personal Data" that must not be used for any purpose other than that for which they were originally collected.										
Once the data contained in this database or printed reports have ceased to service their legitimate purpose, they must be appropriately destroyed.										
Action Type	Reference No.	Request Type	Action By	Action Date/Time	Business Application Name	Email Address	User ID	Internal/External	User Type	Name
Create User	5264	Submit	999999_damaker	20210422 16:43:16	ORP	businessuserc@xyz.com.hk	999999_businessuserc	External	Business	Business User C
Create User	5264	Approve	999999_dachecker	20210422 17:02:49	ORP	businessuserc@xyz.com.hk	999999_businessuserc	External	Business	Business User C
Total no. of create user	Submit :1	Approve/Reject :1								
Total no. of edit user	Submit :0	Approve/Reject :0								
Total no. of delete user	Submit :0	Approve/Reject :0								

L	M	N	O	P	Q	R	S	T	U	V	W	X
Title	Company	Team Email	Contact Number	Department	Assigned Role	Managed Company	User Status	Locked	Deleted	Action Results	Error Message(if unsuccessful)	
	XYZ Company Limited				XYZ Company Limited_HKSCC Participant_EU_ORP_EXTERNALCOREDESKTOP		Active	No	No	Successful		
	XYZ Company Limited				XYZ Company Limited_HKSCC Participant_EU_ORP_EXTERNALCOREDESKTOP		Active	No	No	Successful		