

MDCMS Audit Reporting

When the auditors come knocking, you may find these reports helpful.

Project/Task Reporting

From the Main Menu:

1. Select option 6 - Project Manager
2. Press F8 - Reporting
3. Select either project or task reporting
4. Create and save your own version of the report



Report Options to Consider

1. Include sequence numbers for the fields along with the order you want them to be presented
2. Include selection criteria such as the date range
3. Press F9 - Save. By saving the report you can reuse it annually as a **template**.

Object History Reporting

From the Main Menu:

1. Select option 5 - Object History /Archive
2. Press F8 - Audit Reports
3. Select option 1 - MDCMS Installation History



Creating Report Templates

Use the same logic described above in the [Project/Task Reporting](#) section to create and save report **templates**

Security Reporting

MDSEC User Roles

MDCMS utilizes role based security. There are 80+ control points called functional security codes that are grouped into user roles. These can be added to a user's enrollment within MDCMS to provide the appropriate access based on each user's responsibilities.

From the Main Menu:

1. Select option 1 - System
2. Select option 8 - Security Settings
3. Select option 7 - MDSEC Report Generator
4. Choose the report you want:

Available Report Types

- 1=Role Authority
- 2=User Authority
- 3=Users with Role
- 4=Roles for User

Creating Report Templates

Use the same logic described above in the [Project/Task Reporting](#) section to create and save report **templates**

To View Reports

1. Select option 11 - Output
2. Select option E - Export

From the screen that appears you can default to selecting *all as well as the type of report you would like to generate. After you generate the report, press F11 to see the report output. If the format doesn't suffice, export it to an Excel spreadsheet where you can arrange the data to present it in a way that fits your auditor's requirements.