

Data Security Audit Reports Template


1.1 Reports Table

Reports Table	
Unique ID	DAILY_AUDIT_REPORT_001
Name	User Maintenance Daily Audit Report
Description	Display a daily report of Approved USER Creation/Modification transactions on the system in a certain date while providing the ability to run the report for a Previous /current date
Decision Made from report	Display all transaction has been made on users for specific period
Objective	The Objective of report is to Daily Track the approved transactions on users with incoming requests.
Functional Area	User Maintenance
Report user	Data Security Maker, Data Security Checker, Data Security Auditor
Trigger	Authorized user Open link Reports → User Maintenance Daily Audit Report
Frequency	HIGH
Delivery Format	Displayed in the Application, printable and abled to be extracted as PDF and Excel
Input	<ul style="list-style-type: none">• Date from date (DD-MM-YYYY)• Date to date (DD-MM-YYYY)
Sorted by	Email Address
Displayed Fields (Output)	Approved Values for Each column- one row for each approved transaction- as below (In order): <ul style="list-style-type: none">• Email Address• Full Name• Creation Date• Expiry Date• Role

	<ul style="list-style-type: none"> • User Status (Active/Inactive) • Data Security Maker • Data Security Checker • Type of Action (create/Modify) • Description of Modification • Approved Creation/Modification Date
Unique ID	PENDING_TRANSACCIONS_002
Name	Pending Transactions
Description	This Report Include The User Maintenance Pending Unauthorized Transactions
Decision Made from report	Determine User Maintenance Pending transactions Need to approve
Objective	The Objective of report is to Track the pending users' creation/Modification
Functional Area	User Maintenance
Report user	Data Security Maker, Data Security Checker, Data Security Auditor
Trigger	Authorized user Open link Reports → Pending Transactions Report
Frequency	HIGH
Delivery Format	Displayed in the Application, printable and abled to be extracted as PDF and Excel
Input	<ul style="list-style-type: none"> • Pending Transactions
Sorted by	Email Address
Displayed Fields (Output)	Pending Values for Each field – one row for each pending transaction as below: <ul style="list-style-type: none"> • Email Address • Full Name • Creation Date • Expiry Date • Role • User Status (Active/Inactive) • Data Security Maker • Transaction Date • Type of Action (create/Modify)

	<ul style="list-style-type: none"> Description of Modification
Unique ID	CREATION_AND_MODIFICATIONS_ON_USER_003
Name	Creation and Modifications On User
Description	Display The Various Modifications Done On A Certain User From The Day Of Its Creation Till The Date Of Report
Decision Made from report	Determine all user access permissions for specific user
Objective	The Objective of report is to Track specific user's details on specific time
Functional Area	User Maintenance
Report user	Data Security Maker, Data Security Checker, Data Security Auditor
Trigger	Authorized user Open link Reports → Creation and Modification on user
Frequency	Medium
Delivery Format	Displayed in the Application, printable and abled to be extracted as PDF and Excel
Input	<ul style="list-style-type: none"> Email Address Date from date (DD-MM-YYYY) Date to date (DD-MM-YYYY)
Sorted by	Approved Creation/Modification Date

Displayed Fields (Output)	<p>All Approved Transactions which have been made on the user – one row for each Approved transaction - as below:</p> <ul style="list-style-type: none"> Email Address Full Name Creation Date Expiry Date Role User Status (Active/Inactive) Data Security Maker Data Security Checker Type of Action (create/Modify) Description of Modification Approved Creation/Modification Date
Unique ID	ALL_USERS_ACROSS_THE_SYSTEM_004
Name	ALL USERS ACROSS THE SYSTEM
Description	Display a full list of Users On The System And There Details
Decision Made from report	Auditors' Requirements
Objective	The Objective of report is to Analyze and pick samples for Auditors
Functional Area	User Maintenance
Report user	Data Security Maker, Data Security Checker, Data Security Auditor
Trigger	Authorized user Open link Reports → All Users Across the system
Frequency	Low
Delivery Format	Displayed in the Application, printable and abled to be extracted as PDF and Excel
Input	<ul style="list-style-type: none"> ALL
Sorted by	Email Address
Displayed Fields	<p>Display current details for all users – one row for each user - as:</p> <ul style="list-style-type: none"> Email Address

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- A solid dark red rectangular block, likely used for redaction of sensitive information.
- Full Name
 - Creation Date
 - Expiry Date
 - Role
 - User Status (Active/Inactive)
 - Creation Data Security Maker
 - Creation Data Security Checker
 - Last Data Security Maker
 - Last Data Security Checker
 - Last Approved Creation/Modification Date