

# DocuShare Audit Assistant 2.0

**Gain insight into user activities  
for use with Xerox DocuShare**

DocuShare Audit Assistant 2.0 allows you to report on one or more users or groups and specify which types of operations they may have performed on documents, collections, or any other type of object including custom objects like invoices and orders. You then specify a date range, the type of report you want (Detail or Summary), the format (HTML, CSV, or Tab-Delimited) and how you'd like your report grouped or sorted. Click on Generate and view your report in your browser or in a spreadsheet.

This is not the same as the DocuShare Change History feature in that it is more pervasive. It reports on multiple objects affected by users and groups rather than one. It is also different from the Permissions Report in DocuShare 7. All three of these reporting facilities will provide you with a complete view of your DocuShare governance to keep your content leak-proof.

## **Typical use cases would include:**

- ☒ Who's adding new content and versioning existing documents?
- ☒ Who's just consuming information?
- ☒ Is someone changing permissions?
- ☒ Are DocuShare Guests seeing content they should not see?
- ☒ Is someone having trouble logging in? This could indicate a problem if DocuShare is on the Internet.
- ☒ Are content rules working every day?
- ☒ Are social media features being used?
- ☒ Who deleted the missing document?

## **DocuShare Audit Assistant Features**

- ☒ Use on multiple DocuShare servers
- ☒ Lists users and their actions on any or all DocuShare objects
- ☒ Counts the number of times users have performed various functions
- ☒ Reports on expunged objects - try to get that from a document that no longer exists!
- ☒ Group Summary reports by User, Class, and Operation
- ☒ Order Detail reports by User, Class, and Operation
- ☒ HTML reports contain summary of your criteria with date and time
- ☒ Retains previous session settings including relative date ranges
- ☒ Fifteen day evaluation period (not available for the previous version)

Go to our [CriteriaFirstWare](http://www.criteriafirst.com) store and download the manual and program for use on your Windows PC or server. There is a fifteen day trial for this software. DocuShare Audit Assistant is easy to use and a necessity for serious auditing concerns. The cost is adjusted to the number of users your site is licensed to have with one year of maintenance and support including upgrades. So look over the documentation, generate some meaningful reports, and call to purchase and receive your software and license key.



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