

### MICROSOFT LABS

# **ACTIONABLE AUDIT**

A tool to track create, update and delete actions on the Entities with complete access of audit data

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## Introduction

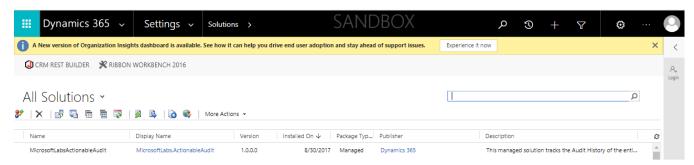
Microsoft Dynamics 365 provides several tools for managing data. One in particular is the auditing feature that tracks changes to data within Dynamics 365, in addition to tracking each time users log in. If auditing is enabled, CRM automatically logs tracked changes, however it disallows access the System Auditing Entity.

To fill this void, Microsoft Labs provides the Actionable Audit solution that gives the user a way to track the audit history of configured entities, in addition to generating reports on the Audited data. Lastly, provides user friendly web resources for the Case entity with Search and Export to CSV options.

## Verify Solution Installation

Please follow the below steps, to confirm that Actionable Audit history is successfully installed in CRM.

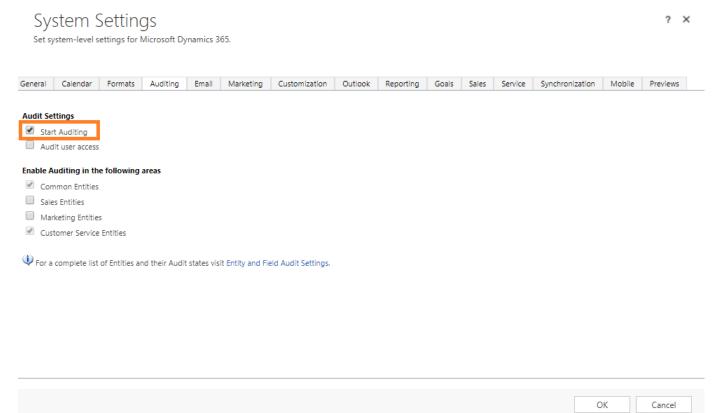
Go to **Settings|Solutions** and check if **MicrosoftLabsActionableAudit** is available.



## Audit History Migration CRM Configuration

Enable audit for the CRM organization

Go to Settings|Auditing|Global Audit settings.

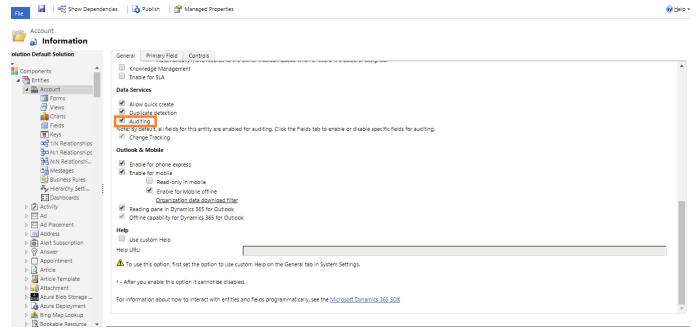


### **Enable Entity Auditing**

### Go to Settings|Customizations|Customize the system|Entities\* and Enable auditing.

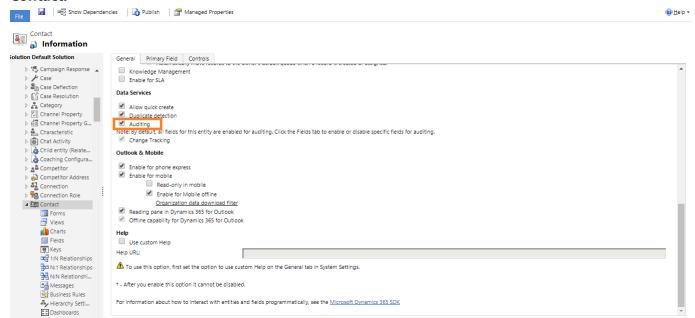
\*Note: Any entity can be tracked, for example Account, Contact, Case, Opportunity, or Custom Entity.

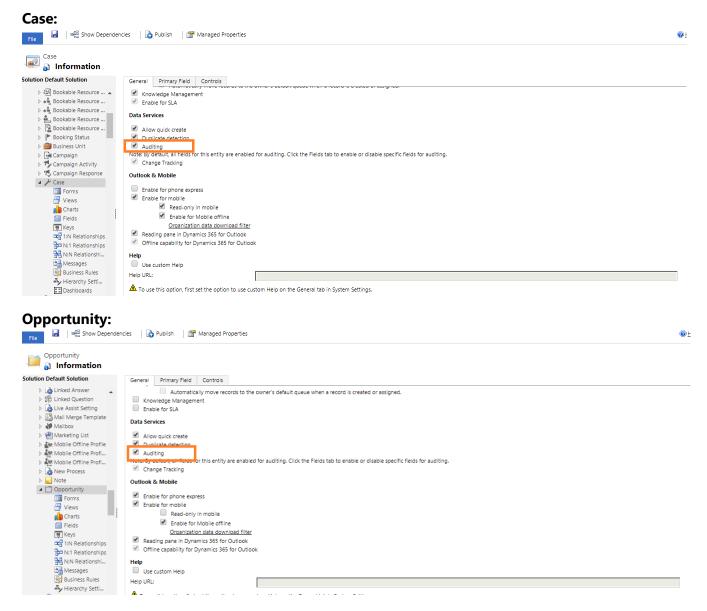
#### **Account:**



After enabling Audit for a particular entity, confirm auditing set in the Entity's Primary Field.

#### **Contact:**



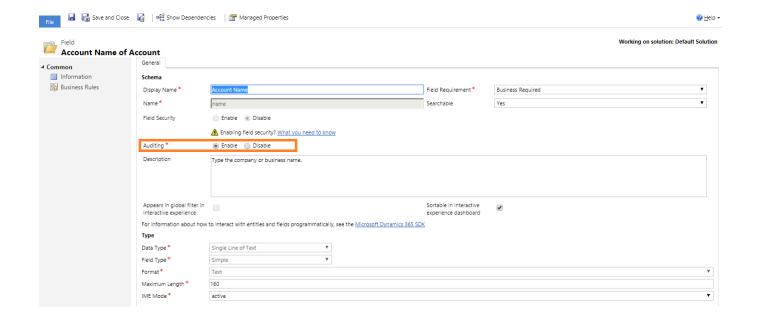


### **Enable Field Auditing**

Enable auditing of fields of user interest for capture and recording.

Go to Settings|Customizations|Customize the system|Entities\*|Fields\* and Enable auditing.

\*Note: Any entity can be tracked, for example Account, Contact, Case, Opportunity, or Custom Entity. In addition, any Field can be tracked, such as Account Name and Account Number.



## Audit History Migration Plugin Configuration

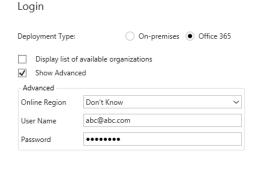
### Download CRM SDK from the given URL

https://www.microsoft.com/en-in/download/details.aspx?id=50032

- 1. Open plugin registration tool (...\SDK\Tools\PluginRegistration\PluginRegistration.exe).
  - a. Click "CREATE NEW CONNECTION" button in the upper blade of the plugin registration tool.



b. Set the Deployment Type and Online Region, provide a valid User Name and Password, and then click "**Login**".



Cancel



### **Enable Audit History**

There are a few of terms to understand before proceeding with the configurations. First, there are three events that affect the data: Creating, Updating, and Deleting. Auditing checks the state, the *image* of the date before and after to track the changes. Therefore...

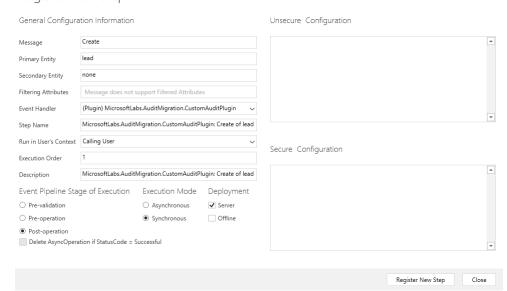
- Prelmage is how the data existed before any change, and
- PostImage is how the data exists after any change.

#### Create Audit History

1. Right-click on the MicrosoftLabs.AuditMigration assembly and select Register New Step.



- 2. Enter the following details and click on **Register New Step** button.
  - Message: Create
  - **Primary Entity:** Lead/Custom Entity/System Entity
  - **Event pipeline stage:** PostOperation
  - **Execution mode:** Asynchronous or Synchronous based on business requirement Register New Step



- 3. Right-click on the **MicrosoftLabs.AuditMigration** assembly and select on "**Register New Image**". Provide the exact same details as shown below and click on "**Register Image**" button.
  - Name: PostImage

EntityAlias: PostImage



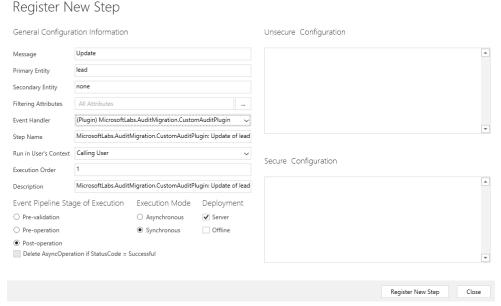
4. Once image is registered the final version will appear as below.



#### **Update Audit History**

Updating the existing settings is very similar to setting up a new Audit History.

- 1. Right-click on the MicrosoftLabs.AuditMigration assembly and select Register New Step.
- 2. Enter the following details and click on **Register New Step** button.
  - Message: Update
  - Primary Entity: Lead/Custom Entity/System Entity
  - Event pipeline stage : PostOperation
  - Execution mode: Asynchronous/Synchronous based on business requirement

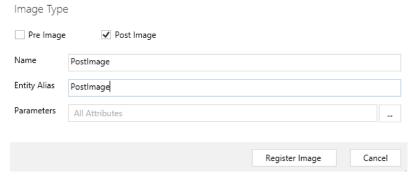


3. Right-click on the **MicrosoftLabs.AuditMigration** assembly and select on "**Register New Image**". Provide the exact same details as shown below and click on "**Register Image**" button. Note: Do this step twice: Once for PostImage, and again for PreImage as shown below.

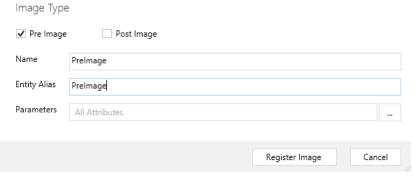
a. Postlmage

• Name: PostImage

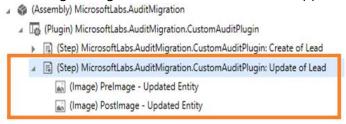
• EntityAlias : PostImage



- b. Prelmage
  - Name: Prelmage
  - EntityAlias : PreImage



4. Once image is registered the final version will appear as below.

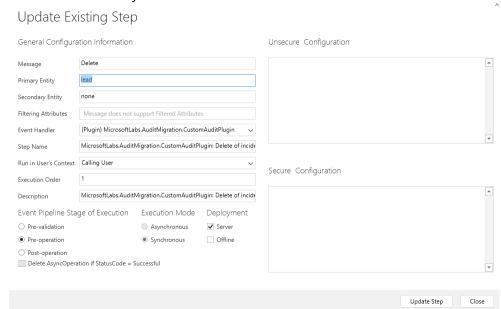


### **Delete Audit History**

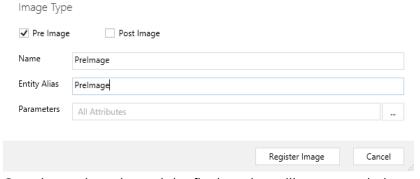
Deleting the existing settings is very similar to setting up a new Audit History.

- 1. Right-click on the MicrosoftLabs.AuditMigration assembly and select Register New Step.
- 2. Enter the following details and click on **Register New Step** button.
  - Message : Delete
  - Primary Entity: Lead/Custom Entity/System Entity
  - Event pipeline stage : PreOperation

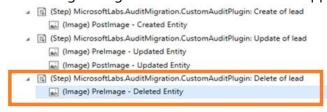
• Execution mode: Synchronous



3. Right-click on the **MicrosoftLabs.AuditMigration** assembly and select on "**Register New Image**". Provide the exact same details as shown below and click on "**Register Image**" button.



4. Once image is registered the final version will appear as below.



## Disable Custom Audit for Entities

Users can disable the Custom Audit when no longer required. For the scenario below describes the steps to this process.

**Scenario**: The "Account" entity is already enabled for custom auditing, however it is no longer required.

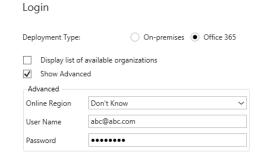
#### Steps:

1. Open, Plugin Registration tool (...\SDK\Tools\PluginRegistration\PluginRegistration.exe)

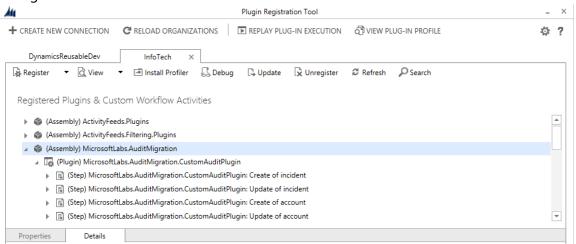
a. Click "CREATE NEW CONNECTION" button in the upper blade of the plugin registration tool.



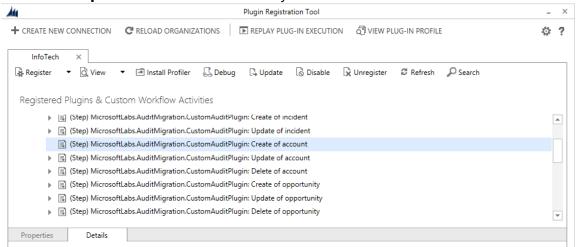
b. Set the Deployment Type and Online Region, provide a valid User Name and Password, and then click "**Login**".



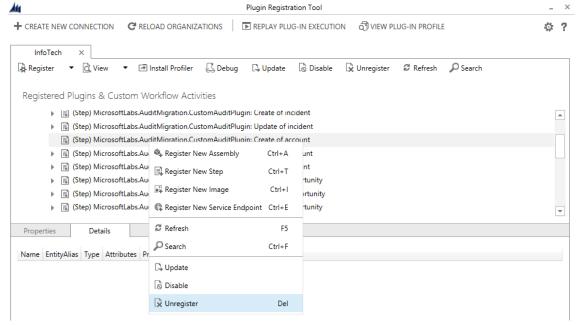
2. After logging in, select the **MicrosoftLabs.AuditMigration** assembly, then access to audit-configured entities will be available.



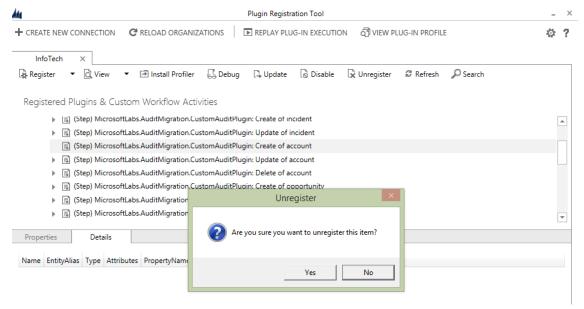
3. Select the **Step** for **Create of account** entity as shown below...



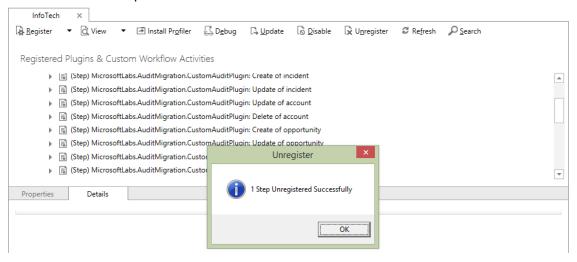
4. Right-click on that **Step** and select on **Unregister** as shown below.



CRM will prompt to confirm the action.



5. Click on Yes to complete the action.



Note: Users have to follow the same steps for both Update and Delete steps for Account as well to completely disable auditing. Otherwise, whenever users update or delete accounts, the changes will be captured in the Custom Audit History.

## Audit History Migration ISH Configuration

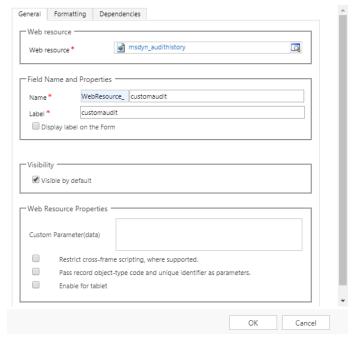
This section describes how to configure the Custom Audit web resource in ISH which controls how the audit history of a particular entity record is displayed.

msdyn\_audithistroy.html: The web resource listing all the attribute changes on the form itself.

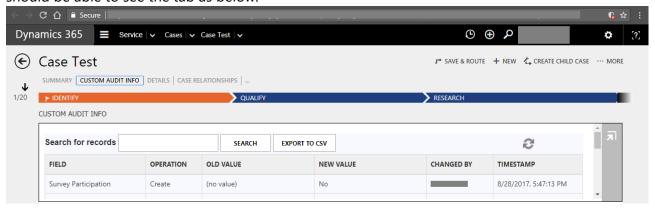
1. Edit the Entity Main form (Form-type: Main – Interactive Experience) to create a new tab, then insert "msdyn\_audithistroy.html" as the name of the web-resource. Complete the fields as

Add Web Resource
Add an existing web resource to the Form.





2. Save and publish the changes made, then go to case entity in ISH and open case form. Users should be able to see the tab as below.



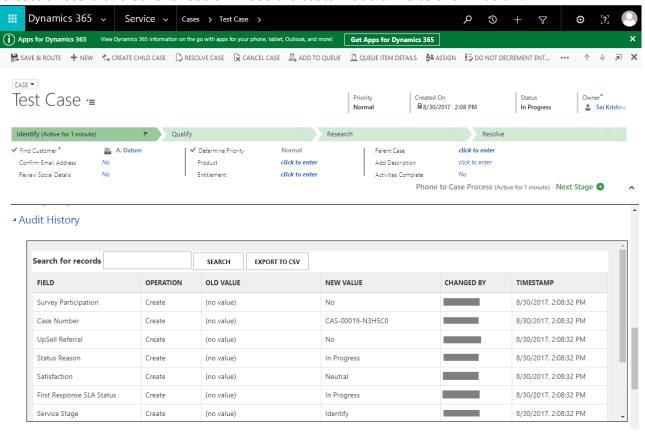
## **End User Experience**

Once the solution is imported and configured in the Dynamics 365 organization, users can see the custom audit history for each and every record of entities where custom audit is enabled. The following steps describe how it works...

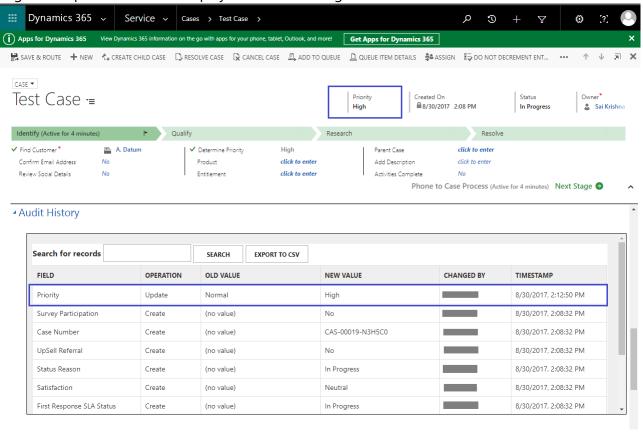
1. Go to a Business Entity (for example, Case).



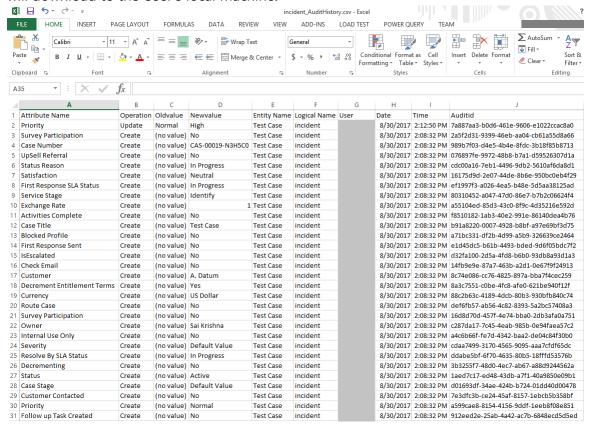
2. Create a record and Save it. Users will see the custom audit info as shown below.



3. Update any field on that record. For example, change the priority field value from Normal to High. The updated field will display the same in the grid as shown below.



4. The Actionable Audit information is easily exportable: Click on Export to CSV, and the CSV file will download to the User's local machine.

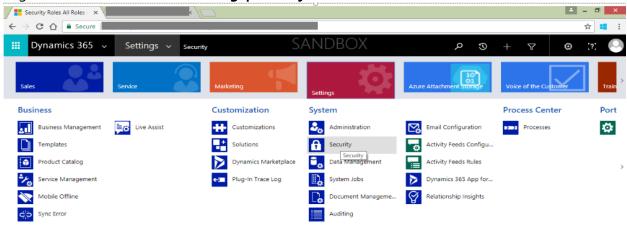


### Access to the Custom Entities for other Roles

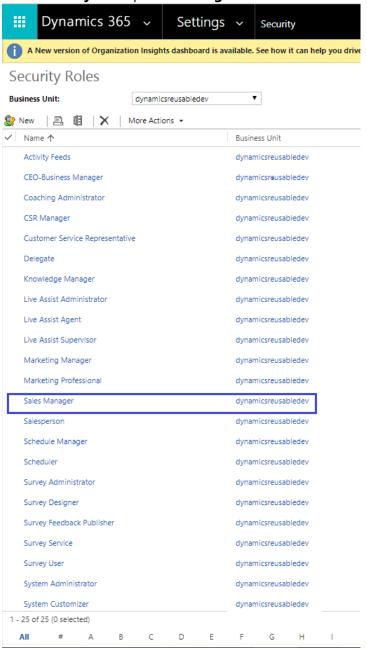
This section describes how to provide custom entity access (Custom Audit History) to all roles except System Admin.

Scenario: System Admin wants to provide Audit related info access to Sales Manager role.

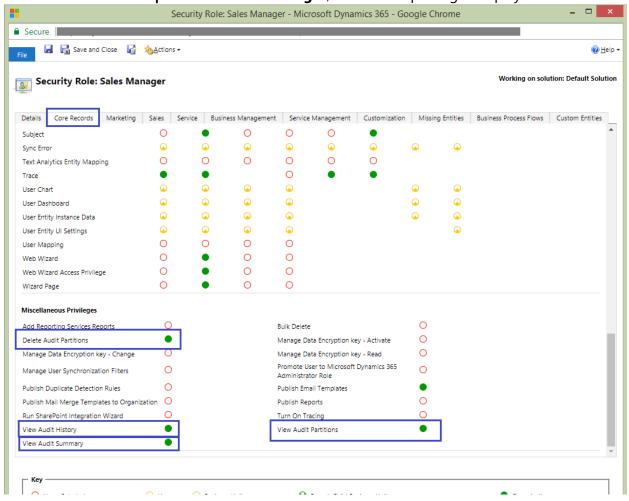
1. Login to the CRM and Go to **Settings|Security**.



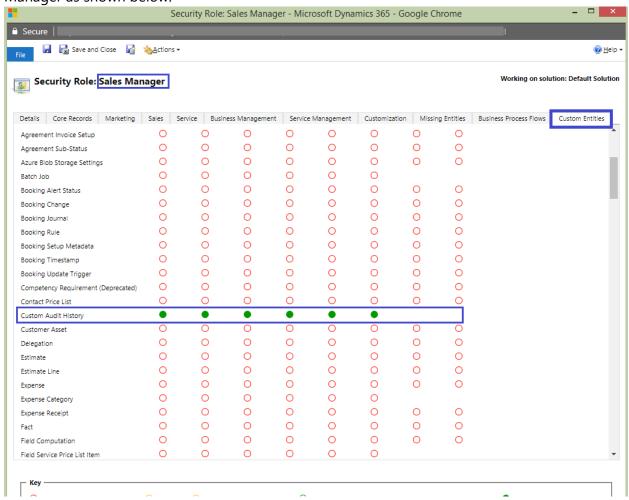
2. Click **Security Roles** | **Sales Manager** role as shown in the below screenshot.



3. Select CORE RECORDS Miscellaneous Privileges, and set the privileges displayed below.



4. Go to **Custom Entities** tab and set **read/write/update/assign/assigned** permissions for Sales Manager as shown below.



**End of Document**