

## Adding an Audit File Dump

- 1. To begin, open the CDR Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *CDR Manager* menu item.
- 2. From the CDR Manager, open the *Inspector Log* tab and select the **[F2 Add Audit File Dump]** button.
- 3. The CDR Audit File Dump window displays, advising you that an audit file dump will copy all data currently in the CDR into files in the folder specified, which the GPhC inspector can then take offsite and examine in detail, independent of ProScript Connect. From here, you can:
  - Select the *Output Folder* using the [...] button. The system will save the exported file(s) to the folder location selected here.
  - Select the *Output Format* using the drop-down menu. At present, the only available format is Microsoft Excel .xls(x).
  - Edit the file names, if required, for each of the output reports; *CDR Data, Returns Data* and *Inspector Logs*.

CDR Audit File	Dump						
An Audit file dump will copy all data currently in the CDR into files in the folder specified below. These files can then be taken offsite and examined in detail, independent of ProScript Connect Output Folder							
C:\ProScript Reports\							
Output Format							
Microsoft Excel							
CDR Data							
Save to File	Audit_CDR.xlsx						
Returns Data							
Save to File	Audit_CDRReturns.xlsx						
Inspector Logs							
✓ Save to File	Audit_CDRInspectorLog.xlsx						
	✓ F10 - Save	🔇 Car	ncel				

- 4. When the export details have been edited as required, select the [F10 Save] button.
- 5. Navigate to the *Output Folder* location on your computer to find all files you have exported.



Search ProScript Reports							
Organize 🔹 Include in library 🔹 Share with 🔹 New folder							
Name	Date modified	Туре	Size				
Audit_CDR.xlsx	27/02/2018 15:31	Microsoft Excel W	577 KB				
Audit_CDRInspectorLog.xlsx	27/02/2018 15:31	Microsoft Excel W	10 KB				
Audit_CDRReturns.xlsx	27/02/2018 15:31	Microsoft Excel W	13 KB				
-							
	<ul> <li>ProScript Reports</li> <li>Share with          <ul> <li>New folder</li> <li>Name</li> <li>Audit_CDR.xlsx</li> <li>Audit_CDRInspectorLog.xlsx</li> <li>Audit_CDRReturns.xlsx</li> </ul> </li> </ul>	<ul> <li>ProScript Reports</li> <li>Share with          <ul> <li>New folder</li> <li>Name</li> <li>Audit_CDR.xlsx</li> <li>27/02/2018 15:31</li> <li>Audit_CDRInspectorLog.xlsx</li> <li>27/02/2018 15:31</li> <li>Audit_CDRReturns.xlsx</li> <li>27/02/2018 15:31</li> </ul> </li> </ul>	<ul> <li>ProScript Reports</li> <li>Searce</li> <li>Share with          <ul> <li>New folder</li> <li>Name</li> <li>Date modified</li> <li>Type</li> <li>Audit_CDR.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>Audit_CDRInspectorLog.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>Audit_CDRReturns.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> </ul> </li> </ul>	<ul> <li>ProScript Reports</li> <li>Search ProScript Reports</li> <li>Search ProScript Reports</li> <li>Name</li> <li>Date modified</li> <li>Type</li> <li>Size</li> <li>Audit_CDR.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>577 KB</li> <li>Audit_CDRInspectorLog.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>10 KB</li> <li>Audit_CDRReturns.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>13 KB</li> </ul>	<ul> <li>ProScript Reports</li> <li>Search ProScript Reports</li> <li>Share with          New folder         <ul> <li>Name</li> <li>Date modified</li> <li>Type</li> <li>Size</li> <li>Audit_CDR.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>577 KB</li> <li>Audit_CDRInspectorLog.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>10 KB</li> <li>Audit_CDRReturns.xlsx</li> <li>27/02/2018 15:31</li> <li>Microsoft Excel W</li> <li>13 KB</li> </ul> </li> </ul>		

## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	29 <sup>th</sup> April 2019		Joanne Hibbert-Gorst

## **Contact us**

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