

UNet User Audit

The UNet User Audit section is activated annually for the audit process, which is part of UNOS' ongoing system security plan and meets OPTN contractual requirements for verifying system security.

1. To access the section, click the **UNet User Audit** link from the left menu on the Security Administration main page.
2. The Audit Status by Program page displays with your center(s) and program(s).


Audit Status by Program		
Audit Snapshot Taken on 3/21/2006		
Center	Program	Audit Status
ABCD-TX1	HL	Incomplete (50%)
	HR	Incomplete (0%)
	IN	Incomplete (0%)
	KI	Incomplete (0%)
	KP	Incomplete (0%)
	LI	Incomplete (0%)
	LU	Incomplete (0%)
	PA	Incomplete (0%)
	PI	Incomplete (0%)

3. Click on a **Program** link. The Audit Users page displays.

Audit Users for ABCD-TX1-HL ← Back

Audit Snapshot Taken on 3/21/2006

Audit Status: INCOMPLETE (0%)

 **User Composite Security Report** (Acrobat PDF File)

To complete this program's audit, verify each user's permissions that you administer.

To audit a user:

1. Click the program link next to each user name. This will take you to the Security Detail page where you can see the user's UNet permissions for this program.
2. Once you have reviewed the user's permissions and made necessary adjustments under User Management, click the Verify button.
3. When you have verified all users in your program, the audit for that program is complete.

ALUA-TX1 Users

User Name	Center Code	Program	Status
Test, User	ABCD-TX1	HL	Unverified

The Audit User page includes the status, a User Composite Security Report (list of all users and permissions), instructions for verifying the user's permissions, and a list of users.

Note: An audit response is required for each individual with assigned UNet permissions for your center, including users from other institutions.

4. To verify the user's UNet permissions, click on the program link to the right of the user's Center Code. The Security Detail page will display.

Security Detail for Test, User ABCD-TX1-HL
 Audit Snapshot Taken on 3/21/2006

User Audit Status: Unverified

Waitlist

Menu	Heart TX MD group	Composite
Active List		
Add	x	x
Edit	x	x

This page displays the security groups to which the user is assigned and the permissions they have within each group, indicated by a blue (x). The Composite column displays all the permissions the user has for this organ program, and is especially useful for users who are in multiple groups for a particular program.

If you would like to modify a user's permissions, you will need to access the applicable security group through the UNet Permissions section from the left menu.

If all of the permissions for this program are correct, click **Verify** and then click **OK**.

Note: The **UNet User Audit** is a snapshot and updates **will not be** reflected on the audit when you make changes to the security group. Once you make the appropriate changes to a user or their permissions, click **Verify** to indicate that any necessary updates have been made.



The Audit Users page displays. The red "**Unverified**" changes to green "**Verified**". When all of the users for a program have been verified, the Status changes to **Complete**.

6. Repeat steps 4 and 5 for the remaining users and programs.

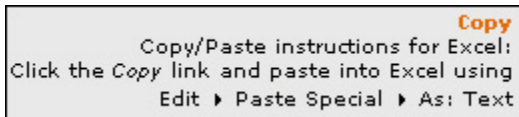
Note: The audit will NOT be considered complete for your center until all programs for each user have been audited.

A report is available at the top of the **Audit Users** list to provide an overview of all users who have access to your center. Click the **User Composite Security Report** link to view the access each user has to your center's programs.

Additionally, the audit status (% complete) displays at the top of the screen.

To copy the data into Excel:

1. Click on the **Copy** link in the lower left-hand corner.



2. When the data is copied, a message displays. Click on **OK**.



3. Open MS Excel.
4. Select **Paste Special** from the **Edit** drop-down menu.
5. Select **Text**. Click on **OK**.

	A	B	C	D
1	User Nam	Center Cd	Program	Status
2				
3	Test, User	ABCD-TX1	HL	Verified
4	Any, User	ABCD-TX2	HL	Unverified
5	My, User	ABCD-TX3	HL	Unverified
6	Next, User	ABCD-TX4	HL	Unverified

Within Excel, you can sort and manipulate the data.