Employee Adjustment Setup Change Log Report

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Employee Adjustment Setup Change Log

Purpose:

This report is designed to show you all of the logged changes made to employee adjustments setup. This is a great report to see who changed the case number, authority, amount, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: The starting date updated of your desired date range.

2. End Date: The ending date updated of your desired date range.

3. Employee Name: Filters by a given employee based upon their name.

4. Group By: A list of different fields to group the data into on the report. Has the following options:

a. (no grouping)

b. Employee

c. Updated by Rep

d. Employee Adjustment

5. Employee ID: Allows you to filter by a specified employee ID.

6. Adjustment Name: Filters by a given adjustment based upon the adjustment name.

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