1 Quick Start Guide for ezAudit

In order to get started using ezAudit quickly, you can review this document and follow the steps outlined. This document provides the basic information to get started – for more complete details on functionality and usage, refer to the ezAudit help file or printed documentation.

This guide assumes that ezAudit has been installed on your PC and that you are ready to use the software.

1.1 Step 1 - Launch ezAudit

From your PC's Start Menu, select **Programs | ezAudit**. ezAudit will start up. A splash screen will appear and, if ezAudit is not yet registered, a notice regarding registration.


Click [**OK**] to continue starting up if the registration notice appears. A display similar to the one below will appear:
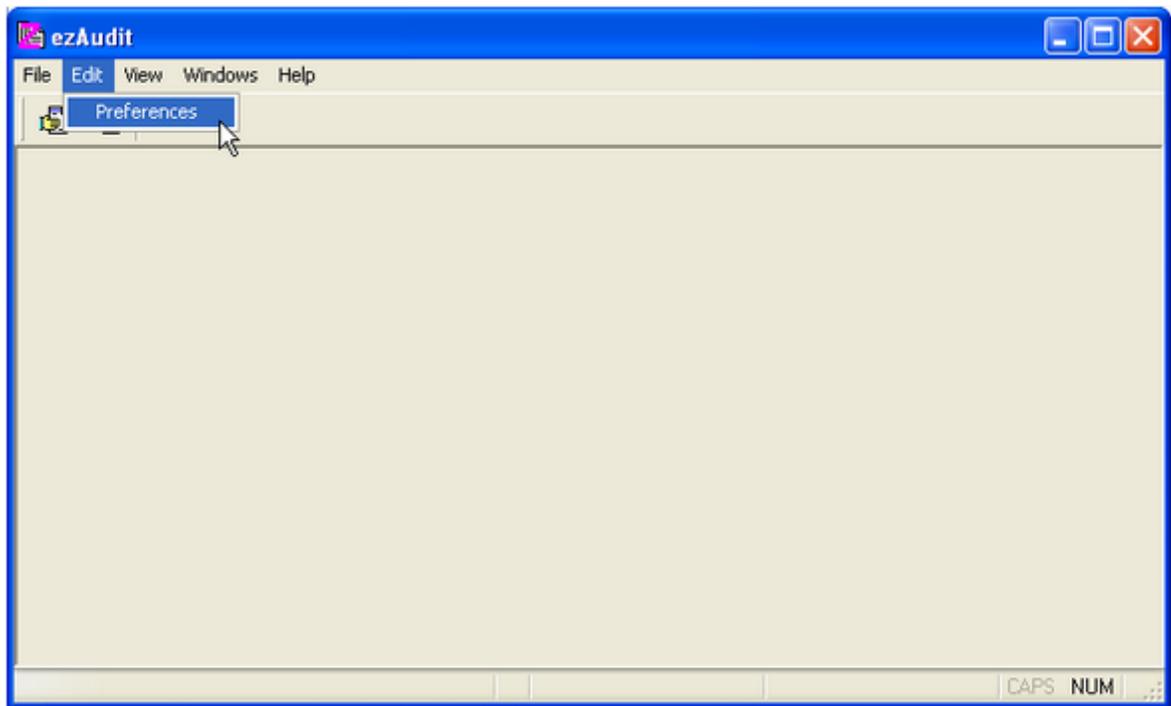
You'll notice the user in this example is in the process of selecting the menu item **Preferences** - our next step.

1.2 Step 2 - Set up a Station

Before using ezAudit, you need to define at least one station for which you will create audit reports. To do so, select the **Edit | Preferences** menu item on the main display. The preferences dialog will appear, with the **Stations** tab displayed. Click on the "**+**" button on the stations tool bar, located near the bottom of the display.
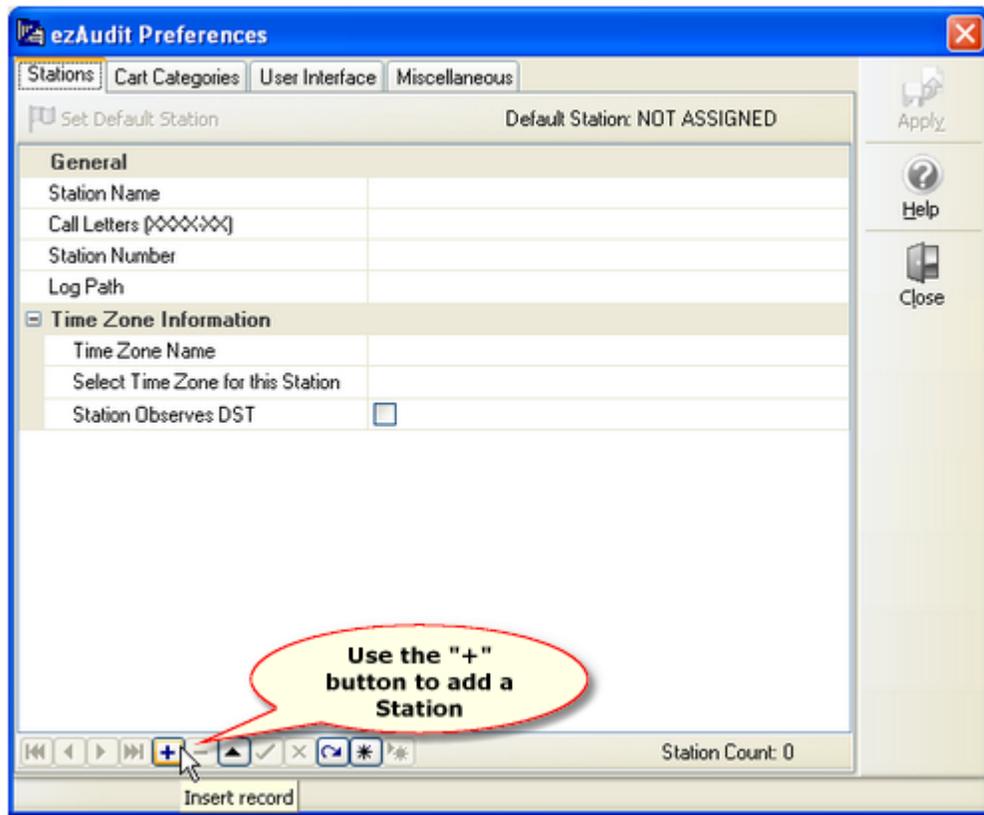
The text cursor will be placed in the **Station Name** field. Type in a name for the station - this name is used for identification purposes within ezAudit and can be anything you like.

Finish filling in the rest of the information about the station, including the call letters, the station number, path to log files (which is also where audit data files are stored), and time zone information, which is used for generating audit reports regardless of your PC's time zone versus the time zone in which the audit data was created.

> It is important that the time zone information be set to match that of the XStudio, DCS or Maestro system which generated the audit data. Many Maestro systems **do not** observe DST (Daylight Savings Time) regardless of whether or not the system happens to be used in a Time Zone that observes DST.

You can get help on what each field is for and what is needed by clicking on the [**Help**] button located on the right side of the dialog.

When you have finished filling in the information, click on the "**Post Edit**" button, which appears as a check mark on the toolbar, as shown:
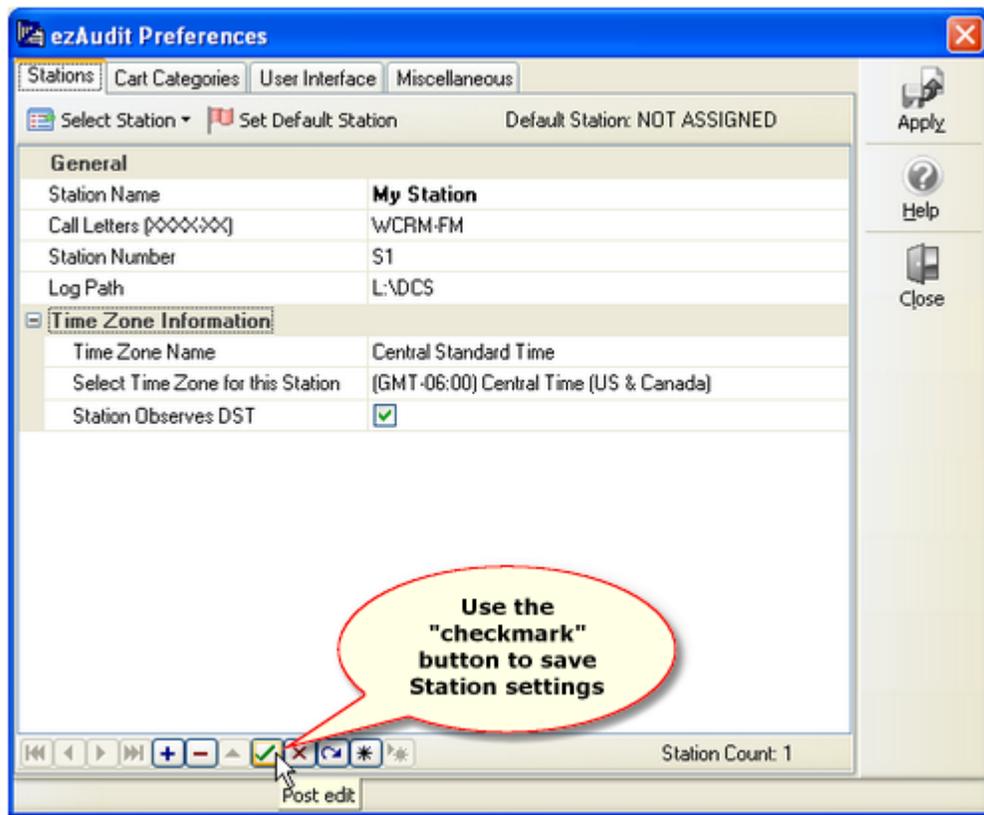
After posting the station information, the [**Apply**] button is enabled, allowing you to apply (or save) your changes (the station information).

At this point, you could close the preferences dialog and begin working with audit reports. If that's what you wish to do, click on the [**Apply**] button and skip steps 3 and 4, moving directly to Step 5.

1.3 Step 3 - Create a Cart Filter

A useful feature of ezAudit is the ability to filter cart numbers in the audit report display, reducing the number of items viewed to just those that match a particular cart number (or numbers). To create a cart filter, select the **Cart Categories** tab in preferences. The display will look similar to the example shown:
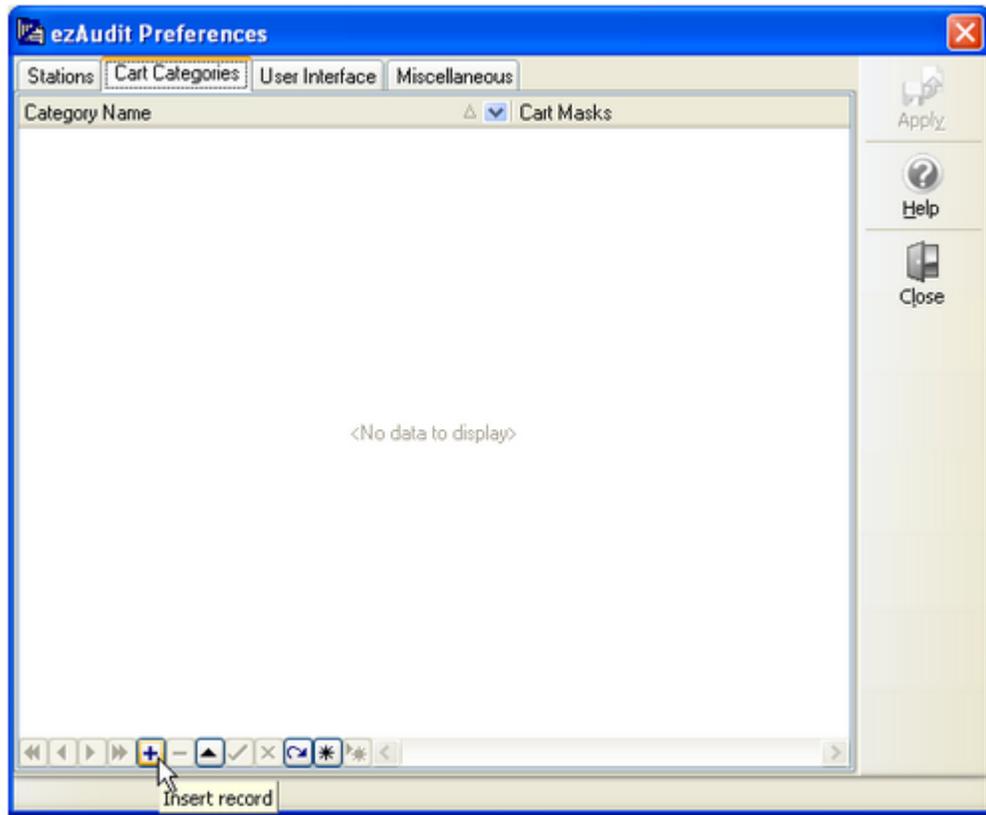
Click on the "**+**" button to create a new cart filter. A dialog is displayed, asking you to enter a Category Name.
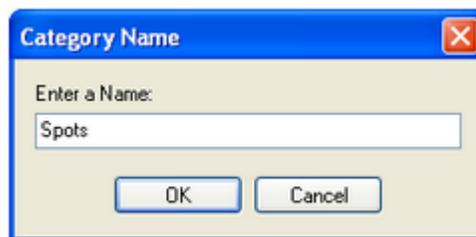
Type in the name - this can be anything you choose. The name is displayed in ezAudit for choosing the filter. Press the [**Enter**] key. An entry dialog will pop up, asking you to enter a cart mask, as shown.

For this example, we have used a cart mask of "**T???**", which means "all carts beginning with the letter 'T'". For more information on cart masks, you can click on the [**Help**] button. You can have multiple cart masks for each cart filter, but for demonstration purposes, one is enough.

When you have entered the cart mask, click on the [**OK**] button.

The cart filter and its associated cart mask will now appear in the cart filter list and the [**Apply**] button will be enabled, allowing you to save your changes.
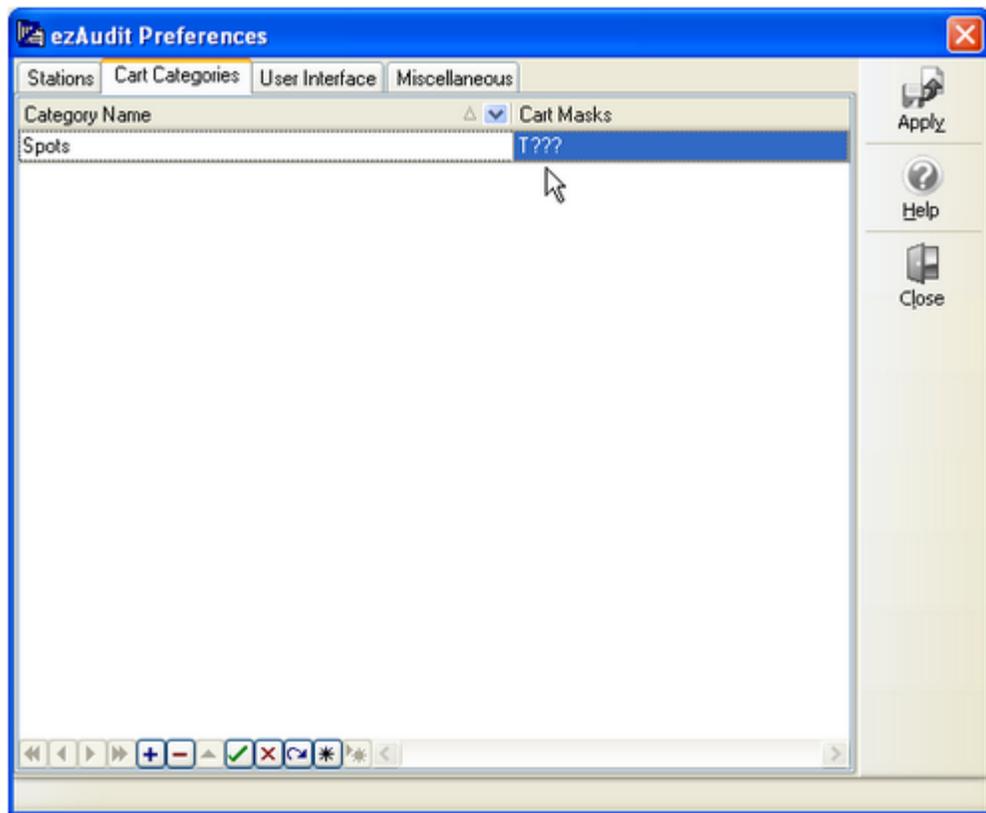
If you don't wish to set up anything else, click on the [**Apply**] button, then the [**Close**] button, and skip to Step 5.

1.4   Step 4 - Enable Double-Click for Audit Selection

Before we finish with the preferences, we're going to do one last thing – enable the ability to double-click in the Open Audit File Dialog. This will make selecting an audit file for reporting easier.

Select the **User Interface** tab. Then "check" the item called **Enable [Double-Click] Audit File Dialog**, as shown:
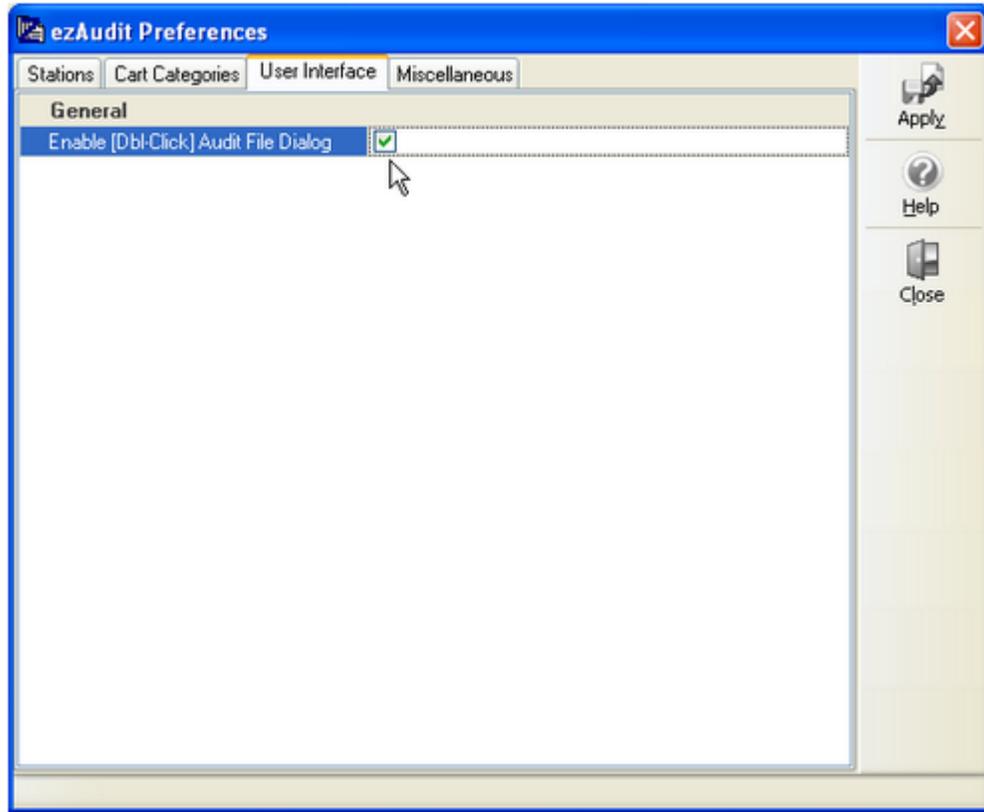

The [**Apply**] button will be enabled. Click on it to save your changes, then click on the [**Close**] button to close the preferences display.

1.5   Step 5 - Open an Audit File for Reporting

We're now ready to open an audit file and generate a report.

From the main dialog, select the menu item **File | New Audit Report in New Window**. A dialog will appear, showing the station names you have defined and a calendar that's marked up on dates where audit files exist for the selected station. If you defined more than one station, you can use the drop-down list to select the station of your choice. The calendar will be updated to reflect the audit files that exist for the newly-selected station.
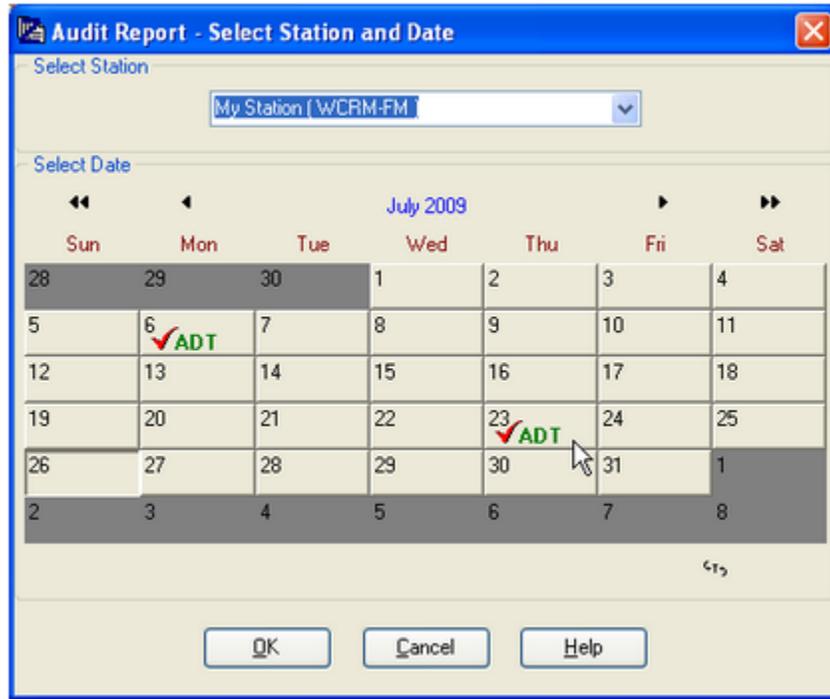
To select an audit file, simply [**Double-Click**] on the date you want (if you enabled the feature in Preferences) - or, select the date (the day will appear as a depressed button) and click on the [**OK**] button.

The audit file will be loaded and displayed in a window in the main display. You can now begin viewing the report and manipulating the displayed information to suit your preferences.

1.6   Step 6 - View the Audit Report

After you have selected an audit file, ezAudit will load the data and display it, similar to the example shown here:

You can view the information in several ways, including all data (the default), grouped by hour, logged items only and logged items only, grouped by hour. Further, you can apply filters to display only carts that match a particular numbering scheme (like we set up in of this guide). And, you can select the transaction types and results of your choosing, too.

Once have the information displayed the way you want it, you can save the settings as a template and use the template any time you wish to restore your preferred settings. You can save as many templates as you wish, each with a different "look" at the audit data.

Hint	For more information on specific features and/or operations within ezAudit, consult the on-line help file, available from the Help menu on the main display. You can also use the context help feature of ezAudit.

Congratulations! You're off and running with ezAudit!