# How to Track and Control Access to Your Data with ESHA Security and the Audit Trail Feature

## ESHA Research

August 15, 2017

11 AM PT/ 2 PM ET

# Today's Agenda

During this 30 minute webinar we will cover:

- The Audit Trail Feature
  - Audit Trails in Genesis R&D and Food Processor
  - Best Practices for Using Audit Trails
  - How to Enable the Audit Trail Feature

- ESHA Security Module
  - ESHA Security Overview
  - ESHA Security Use Cases
  - How to Enable ESHA Security

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# Upcoming Webinars

**Genesis R&D 11.4 Features Overview***

Wednesday, September 6, 2017 | 11:00 AM PT / 2:00 PM ET
The latest update of Genesis R&D Foods will incorporate several new features that we think you are going to like! We are working on document attachments for ingredients and recipes, applying the FDA's Draft Guidance, and implementing the updated Nutrient Content Claims for the new 2016 FDA Nutrition Facts labels. During this 45-minute webinar, we will discuss these new features and provide a demo of the much anticipated ESHA Data Link add-on module for linking TraceGains data to Genesis R&D.

*\*Genesis R&D Foods 11.4 Release Date:* August *2017*

**3 Ways to Share Genesis R&D Data Internally & Externally**

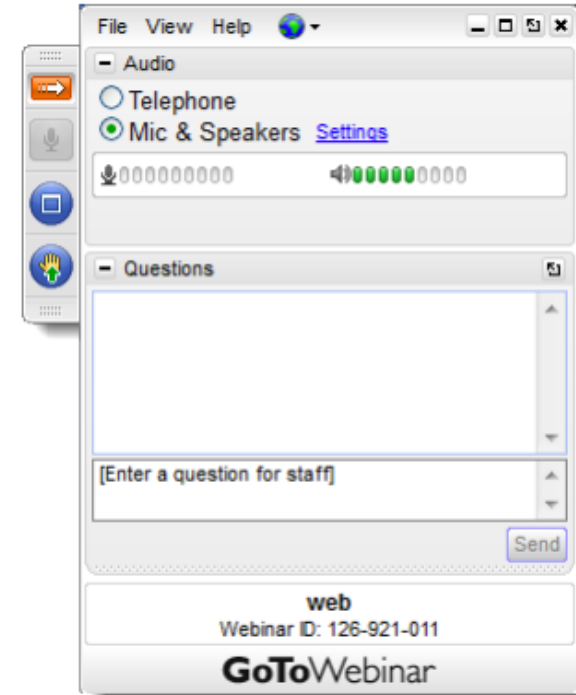Tuesday, September 19, 2017 | 11:00 AM PT / 2:00 PM ET
ESHA workflow tools enable you to share your data with clients, consumers, and 3rd party ERP systems without ever having to re-enter information. During this 30-minute webinar, we will cover the various options for importing and exporting your ingredients, recipes, reports, and labels, as well as the benefits of each option.

To register or view archived webinars please visit: www.esha.com/news-events/webinars

# Please Note!

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Questions

[Enter a question for staff]

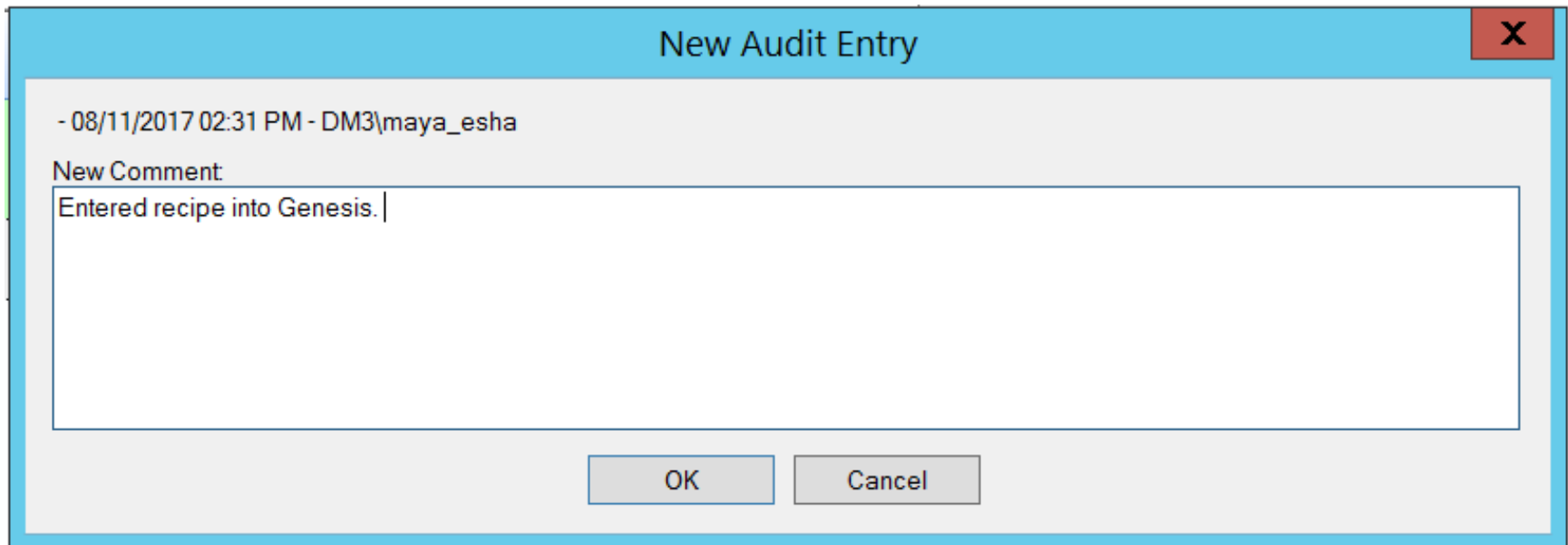Send

web
Webinar ID: 126-921-011

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# Why Use Audit Trails?

- Track changes to your recipes and ingredients.
- Ensure communication with teammates.
- Maintain a record of changes as they occur.
- Encourage users to practice good documentation skills.
- Convenient and easy to turn on and use.
- Make this part of your record keeping practice to fulfill documentation requirements outlined in the CFR.
- Third party certifications like SQF require that changes are documented throughout the R&D process, audit trails can help with that.

# Audit Trails – Best Practices

- Enter a descriptive comment every time you save an ingredient or recipe. Genesis will track the date, time and user of the save.



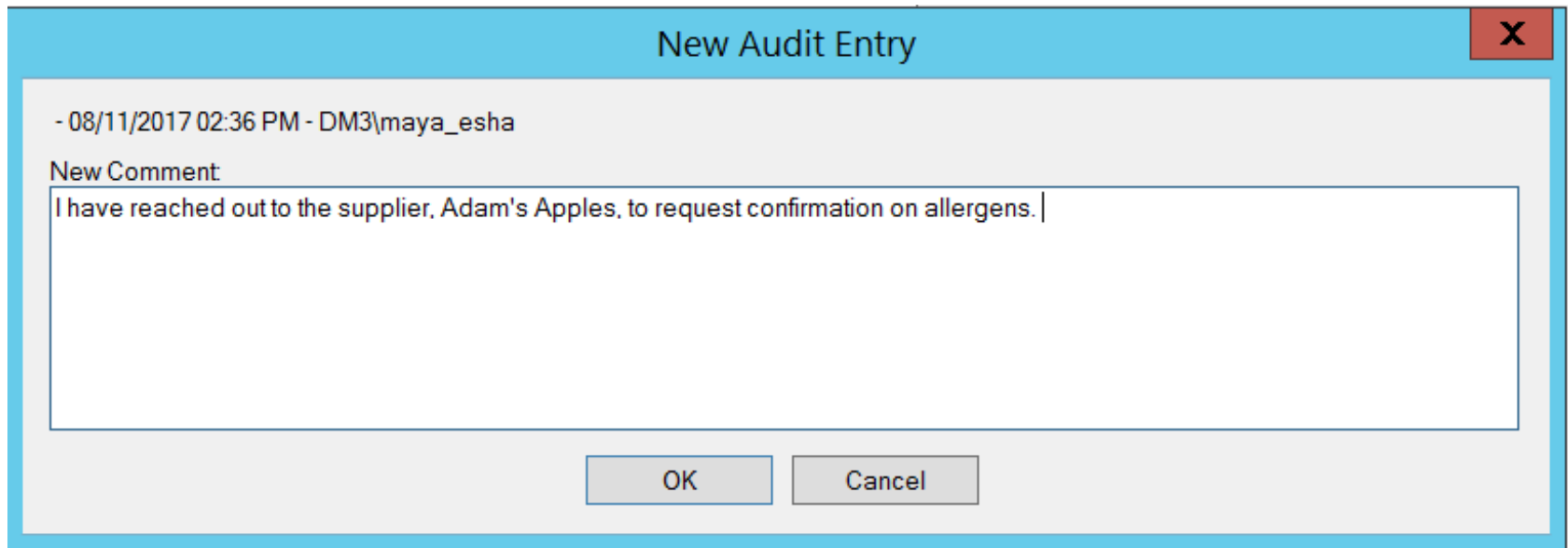New Audit Entry

- 08/11/2017 02:31 PM - DM3\maya_esha

New Comment:

Entered recipe into Genesis.

OK        Cancel

esha

# Audit Trails – Best Practices

- Add comments for further clarification, and follow up with a 2$^{nd}$ comment once the question has been answered.

# Audit Trails – Best Practices

- Go to Edit Recipe to check the audit trail when you open a shared recipe.

- This will allow you to see if anything has been updated by a team member.



| Recipe Information | | |
|---|---|---|
| Date Time | Owner | Comment |
| 08/11/2017 02:32 PM | DM3\maya_esha | Entered recipe into Genesis. |
| 08/11/2017 02:38 PM | DM3\maya_esha | I have reached out to the supplier, Adam's Apples, to request confirmation on allergens. |
| 08/11/2017 02:47 PM | DM3\ ben _esha | Adam's Apples sent allergen statement confirming there are no allergens in the dried apples. |
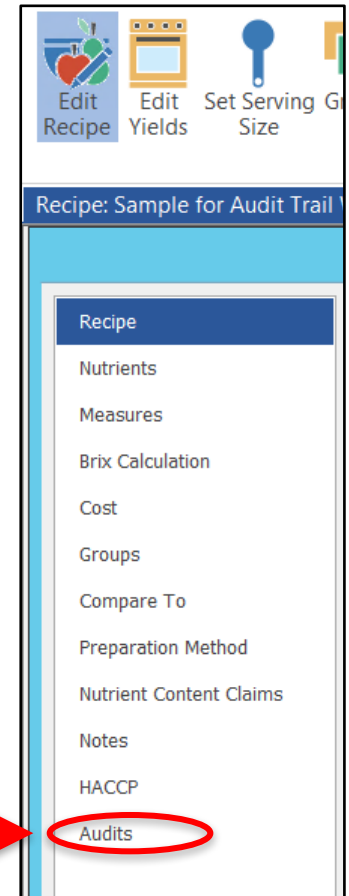
# Audit Trails – Best Practices

- Be consistent in the way you track and comment.
- If you open a recipe but don't change anything, add "no change" to the comment field when saving.
- Pair Audit Trails with archiving ingredient and recipe changes to ensure tracking of versions.
- Export .exl and spreadsheet of your recipes as external documents when changes are made.
- Create an "Archived" Group to house archived recipes/ingredients.

# What is ESHA Security?

- ESHA Security is a utility that can be used to establish access rights for users.
- User profiles can be set up as:
  - Read only: Can view item but no modification is allowed
  - Read/Write: Full Access
  - Blocked: Cannot view or modify the item
- The above roles are managed by using Groups within the program
- Any number of users can be assigned to one or more roles (Groups)
- Example: Marketing and Regulatory departments can view the data; only R&D can edit
  - Marketing and Regulatory: Read Only
  - R&D: Full Access

# Why Use ESHA Security?

- Keeps proprietary information confidential
- Allows limited (read-only) access
- Works seamlessly with ESHA's Genesis R&D® Food and Food Processor® software programs
- Access is user (not computer) specific
- Guards against accidental modification of records
- Can be configured to meet your specific needs
- Automatically allows record creator full rights

# Genesis R&D Training

| | |
|---|---|
| August 29-30, 2017<br>Lombard, IL | **Genesis Professional Training**<br>This training session covers the fundamentals of the Genesis R&D Food program. |
| September 19-20, 2017<br>Lombard, IL | **Advanced Genesis Workshop**<br>This workshop covers advanced topics in detail. |
| October 10-11, 2017<br>Washington, D.C. | **Genesis Professional Training**<br>This training session covers the fundamentals of the Genesis R&D Food program. |
| October 12-13, 2017<br>Portland, OR | **Advanced Genesis Workshop**<br>This workshop covers advanced topics in detail. |
| December 7-8, 2017<br>Anaheim, CA | **Genesis Professional Training**<br>This training session covers the fundamentals of the Genesis R&D Food program. |

*For more information including cost and availability, please contact our training coordinator by phone at 503-585-6242 or by email at training@esha.com.*

# Questions?

## Contact Us!

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## Helpful Resources

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