Oracle
GradeBeam
Administration Guide

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Contents

About Personal Information 5
Cookie Usage in GradeBeam 5
PI Data in GradeBeam 5
Viewing Logs 7
Error Entry Log 7
Debug Entry Log 7
Audit Entry Log 7
Admin Entry Log 8
Report Log Entry 8
Merged Entry Log 8
Active Org Entry Log 8
Nonmember Entry Log 8
Failed Emails Entry Log 8
Copyright 9

About Personal Information

Personal information (PI) is any piece of data which can be used on its own or with other information to identify, contact, or locate an individual or identify an individual in context. This information is not limited to a person's name, address, and contact details. For example a person's IP address, phone IMEI number, gender, and location at a particular time could all be personal information. Depending on local data protection laws, organizations may be responsible for ensuring the privacy of PI wherever it is stored, including in backups, locally stored downloads, and data stored in development environments.

In This Section

Cookie Usage in GradeBeam 5
PI Data in GradeBeam 5

Cookie Usage in GradeBeam

When using GradeBeam, the server may generate cookies and send them to the user’s browser. The user’s machine stores the cookies, either temporarily by the browser, or permanently until they expire or are removed manually. Cookies may store Personal Information (PI).

Oracle might use cookies for authentication, session management, remembering application behavior preferences and performance characteristics, and to provide documentation support. Also, Oracle might use cookies to remember your log-in details, collect statistics to optimize site functionality, and deliver marketing based on your interests.

PI Data in GradeBeam

PI may be visible in multiple areas of GradeBeam including but not limited to user administration, admin module, role administration, ITB, projects and documents, reports, report downloads, and API.

Viewing Logs

To view logs:

1) Click the **View Log** link.
2) From the View Log page, select the type of log you want to view.
3) Select your filter parameters.
4) Click the **Filter** button.

In This Section

Error Entry Log 7
Debug Entry Log 7
Audit Entry Log 7
Admin Entry Log 8
Report Log Entry 8
Merged Entry Log 8
Active Org Entry Log 8
Nonmember Entry Log 8
Failed Emails Entry Log 8

Error Entry Log

Creates an entry in the log for all errors in the applications.The following information is displayed in this log: ID, session ID, date, user ID, user name, class name, procedure name, and error description.

Debug Entry Log

A log entry is created in the Debug Entry log when a script times out on a page. The following information is displayed in this log: log entry type, log entry date, session ID, user ID, first name, last name, and log text.

Audit Entry Log

An entry is created in the Audit Entry log for events like password reset, message sent, default location change, legal agreement agreed, new organization created, etc. The following information is displayed in this log: log entry type, log entry date, session ID, user ID, first name, last name, and log text.

Admin Entry Log

An entry is created in the Admin Entry log for all activities performed by administrator, for example: admin logged in as user, password reset, etc. The following information is displayed in this log: log entry type, log entry date, session ID, user ID, first name, last name, and log text.

Report Log Entry

An entry is created in the Report Log Entry for all actions performed on the reports, for example, viewing or downloading a report. The following information is displayed in this log: log entry type, log entry date, session ID, user ID, first name, last name, and log text.

Merged Entry Log

An entry is created in the Master Entry log for all merged organizations.The following information is displayed in this log: Log entry type, log entry date, session ID, user ID, first name, last name, and log text.

Active Org Entry Log

An entry is created in the Org Entry log when any organization’s status is set to Active.

Nonmember Entry Log

An entry is created in the Nonmember Entry log when nonmembers are added in the application.

Failed Emails Entry Log

An entry is created in the Failed Emails Entry log for emails that are not delivered.

Copyright

Oracle GradeBeam Administration Guide

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