Slide 1

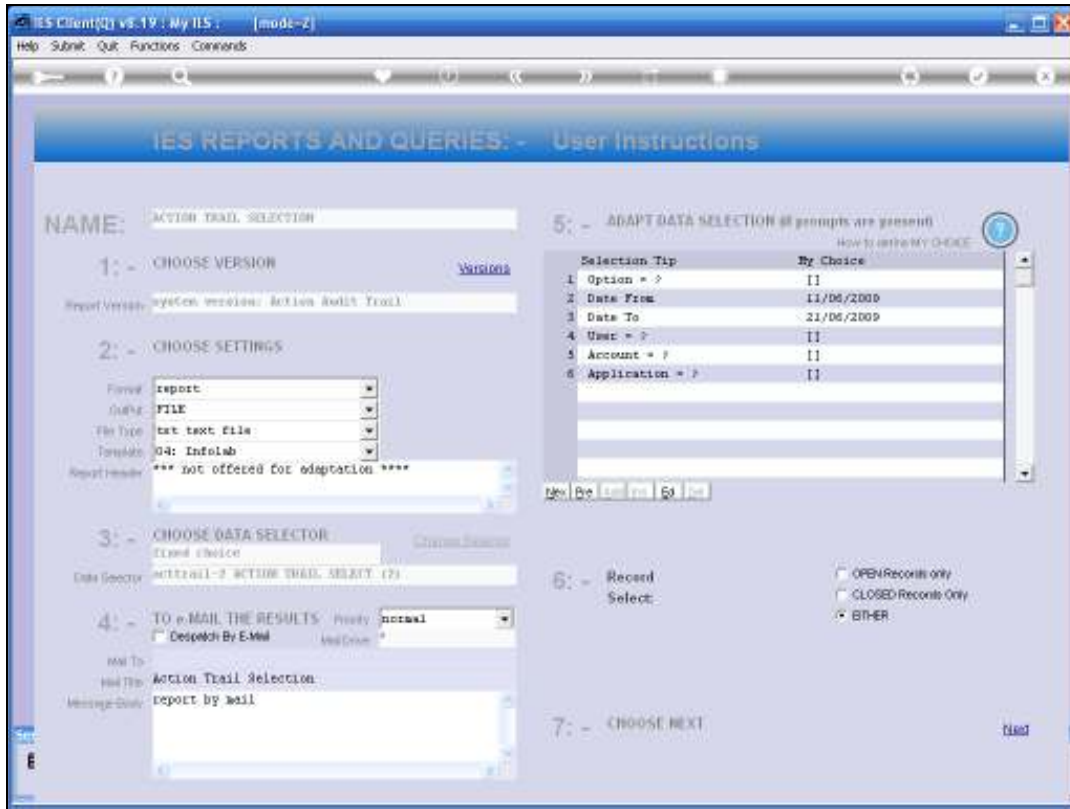Slide notes: In this tutorial we look at the User Audit Trail Report.

Slide 2
Slide notes:

Slide 3

Slide notes: From Systems Administration, we select Reports and then User Audit Trail.

Slide 4

Slide notes: The Report will list User Activity in the system, for the selected Date Range, User, Datamart, etc.

Slide 5

Slide notes: In this example we can see activity for User Tommy, showing the date and time for each Task or Menu activity this User performed.
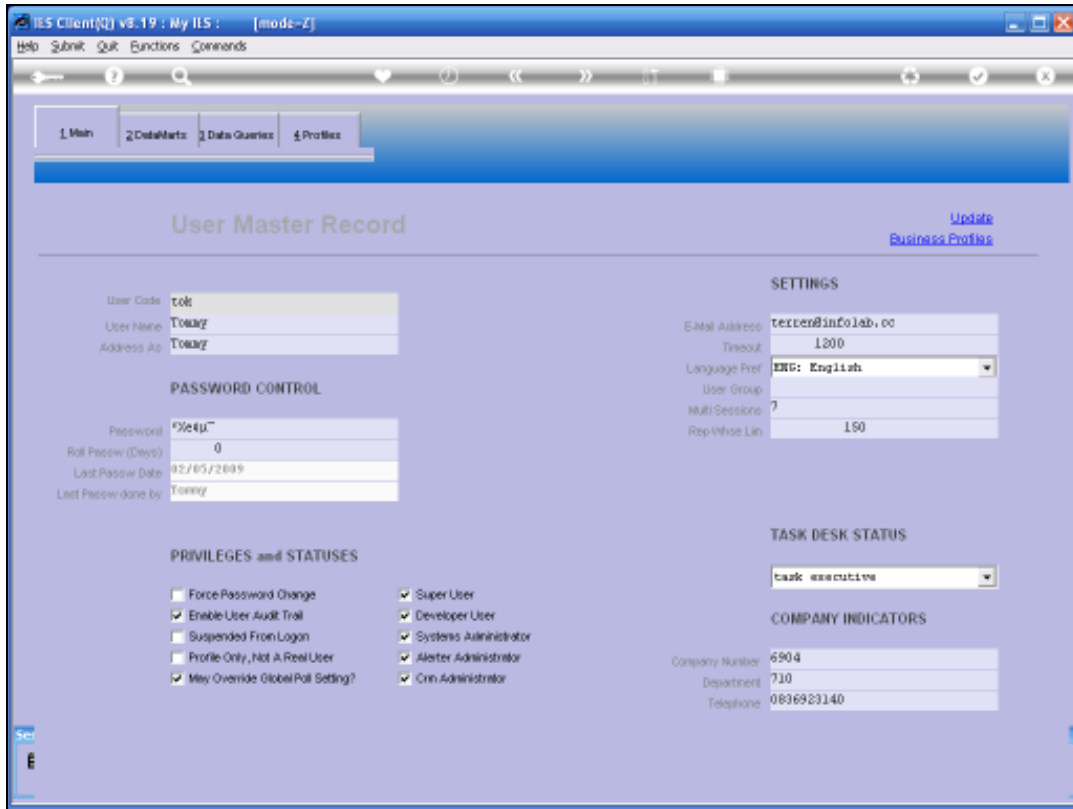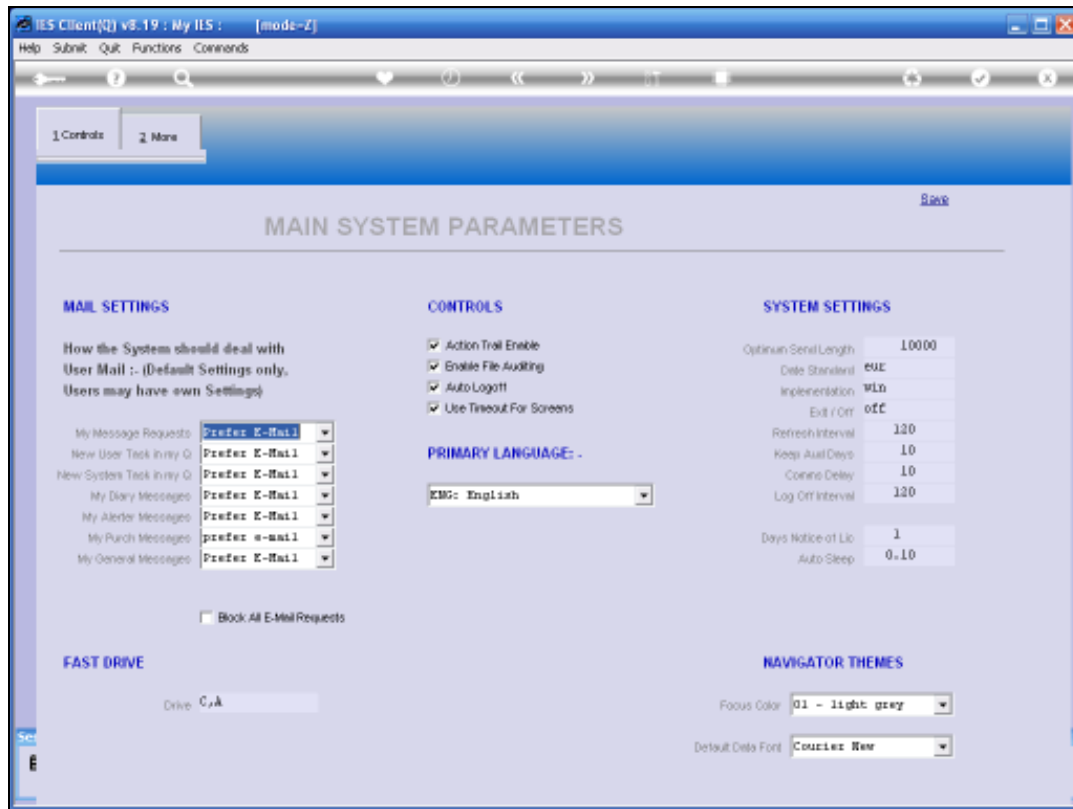
Slide 6
Slide notes:

Slide 7

Slide notes: It is important to note that this activity is only monitored and available for reporting if the User is currently checked for 'User Audit Trail' tracking, on the User Master Record..
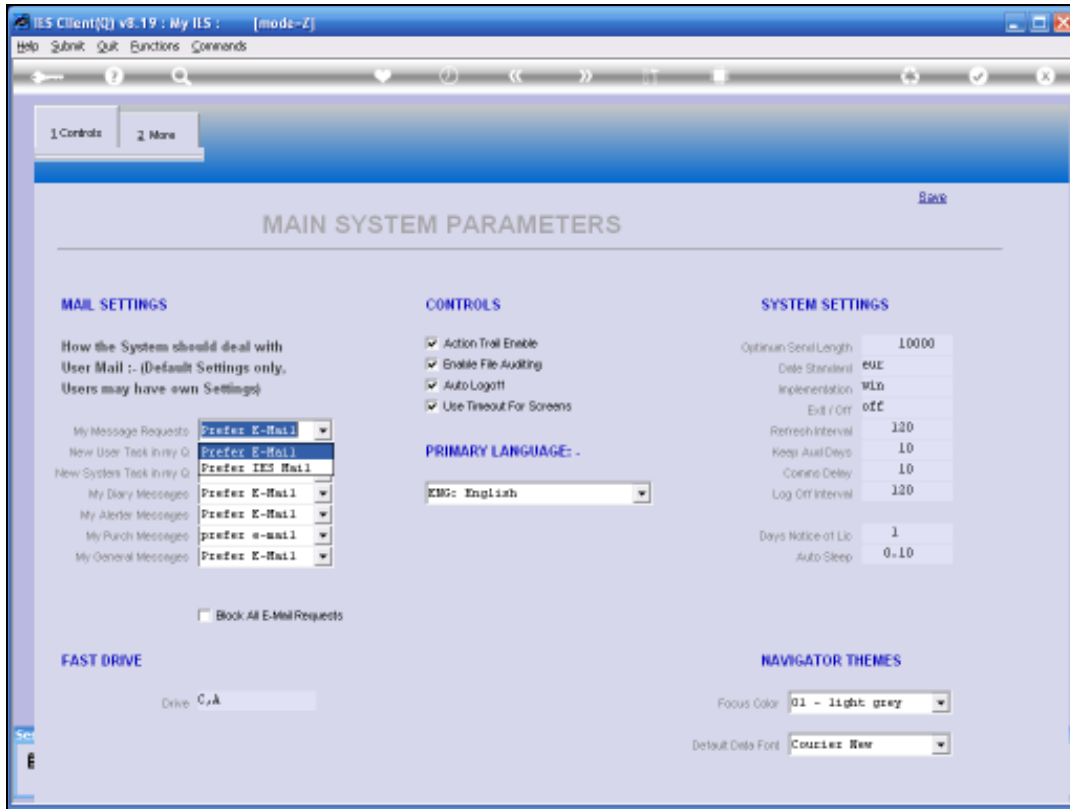
Slide 8
Slide notes:

Slide 9

Slide notes: And also on the Main System Parameters, the global switch for 'Action Trail Enable' must be checked. We use this switch to enable or disable tracking for Users, on demand.

Slide 10
Slide notes: