

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







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

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

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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.

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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..

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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.

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