

Audit Logs

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Version 14.19

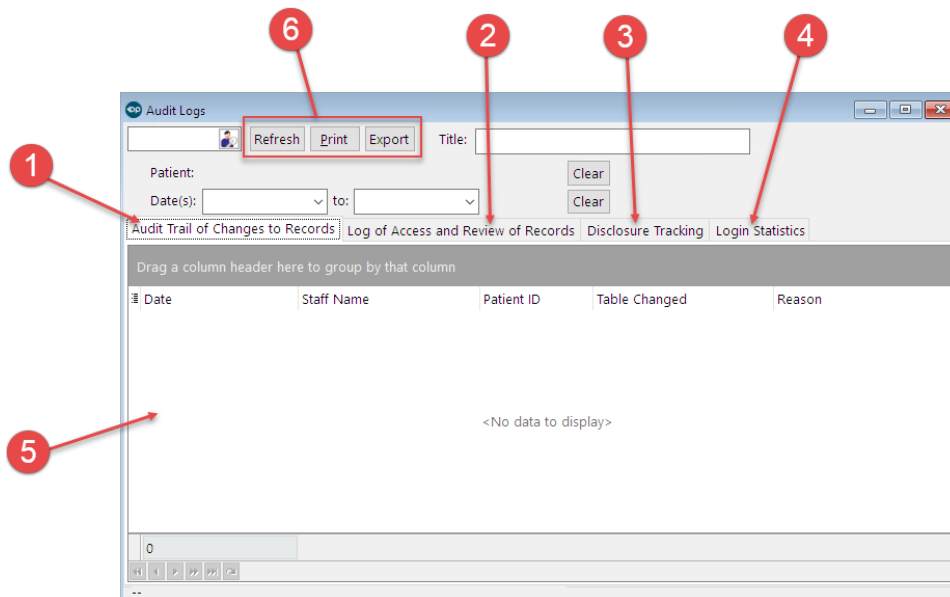


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Audit Logs

Path: Admin tab > Audit Trail button

Viewing the Audit Logs as an Administrator allows you to see what changes were made (and by whom) from within Office Practicum. Logs cannot be disabled and can be exported as a .csv file.



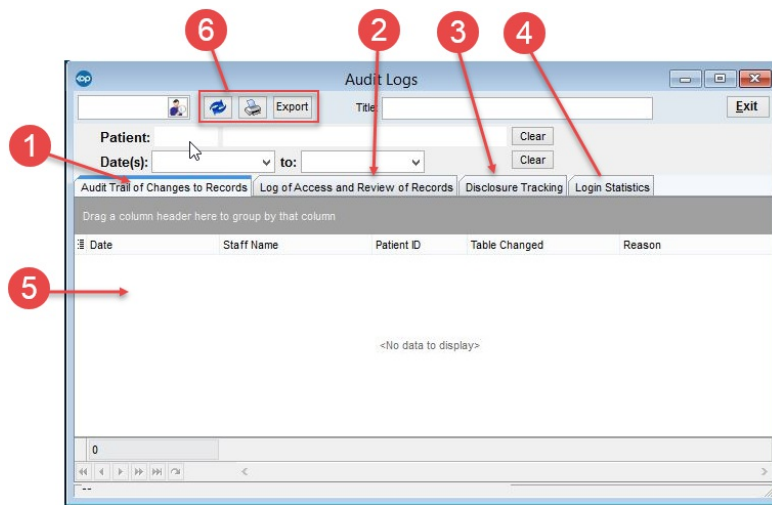
Audit Log Map

Number	Section	Description
1	Audit Trail of Changes to Records tab	The Audit Trail of Changes to Records tab displays the changes to the selected patient's record. It indicates the date, time, staff ID, staff name, patient, the table that changed, the reason, and more.
2	Log of Access and Review of Records	The Log of Access and Review of Records indicates the staff member who accessed the patient chart and what that staff member viewed.
3	Disclosure Tracking	The Disclosure Tracking tab indicates the records that were printed or released.
4	Login Statistics	Login Statistics tracks Staff login and logout times at computers in the practice.
5	Audit Log grid	The Audit Log contains the records for changes of the selected patient.
6	Refresh, Print, and Export	The function buttons refresh the log, print the log, and export the log as a .csv.

About Audit Logs

Path: Utilities Menu > System Administration > Security Audit Trail (Keyboard Shortcut keys: [Alt][U][A][A])

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