

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.


How do I view security audit trail?

Last Modified on 02/12/2020 12:53 pm EST

User Permission: You must be assigned the AA_SystemAdmin_mi permission from the Security Settings window (Utilities > System Admin > Security Administration) in order to access the Security Audit Trail. Only a system administrator can assign permissions. Contact your system administrator to be assigned this permission.

To view the Audit Trail

1. Navigate to **Utilities > System Admin > Security Audit Trail**
2. Locate and select the patient's Audit Log that you would like to view.

Note: Use the Available Columns button () to add or remove columns from view. You will most likely want to select the **Before Changes** and **After Changes** checkboxes to add those columns to your view.

Exporting the Audit Trail to PDF

1. Select the Print icon
2. When the Print Preview appears, select Export to PDF
3. Save Audit Trail report
4. Complete the Disclosure Tracking Screen as appropriate