

# User ID Activity Tracking

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Jackrabbit offers visibility into the activities of each User ID.

- ★ Optimize collaboration with the ability to see which User ID has performed a task.
- ★ Provide an audit trail for transactions entered, deleted, or edited.

For each action a User takes in Jackrabbit, an 'event' is created and logged. These events are reported in the activity logs.

Examples of User actions and the corresponding event name:

Action	Event Name
Edit a transaction	JT_EditTrans
Delete a transaction	JT_DeleteTransaction
Create a payment transaction	JT_PmtTrans

## View a Specific User's Activity

You can view a User's recent activity from within their User ID profile (*Tools menu > Manager Users & Permissions*) you are able to quickly access a log of their recent activity.



*This is only a recent activity view, not all activity is logged and activity is only kept for a limited time. Older user activity may be preserved in offline database backups. Send a support request if you need older activity.*

## View Activity for All Users

View the activity of all Users at once using **Search User Activity** from the *Tools* menu. Use Search Criteria to search for a specific date range, User ID, Event, or Description.

## Business Scenario

You want to see a log of all edits made from November 1st to date.

- Select the date range of 11/1/2019 to 11/15/2019 and enter **JT\_EditTrans** in the *Event* field.


The results will display information including which User made the edit, what time the edit was done, a description of the changes made, and links to information about the Family, Student, Class, and

Transaction.

User Activity Report							
<a href="#">← RETURN</a>							
View 1 - 8 of 8 <a href="#">Print</a> <a href="#">Export</a> <a href="#">Refresh</a> 4 columns hidden <a href="#">Show/Hide Columns</a> <a href="#">Restore Columns</a>							
User ID	DateTime	Event	Description	Family	Student	Class	Trans
helpcenter	11/13/2019 8:56:00 AM	JT_EditTrans	type 'Tuition Fee' (D) updated. Amt changed from 70.88 to 67.50. UnpaidAmt=67.50	<a href="#">12574863</a>		<a href="#">10226861</a>	<a href="#">296235569</a>
helpcenter	11/13/2019 8:54:36 AM	JT_EditTrans	TransUnpaidAmt changed to 135.00	<a href="#">12574863</a>		<a href="#">0</a>	<a href="#">302608071</a>
helpcenter	11/13/2019 8:54:36 AM	JT_EditTrans	type 'Payment' (C) updated. Amt changed from 138.21 to 135.00. UnpaidAmt=138.21	<a href="#">12574863</a>		<a href="#">0</a>	<a href="#">302608071</a>
helpcenter	11/12/2019 8:53:13 PM	JT_EditTrans	type 'Payment' (C) updated. Amt=138.21	<a href="#">12574863</a>		<a href="#">0</a>	<a href="#">302608071</a>
helpcenter	11/12/2019 8:49:00 PM	JT_EditTrans	Transaction Type 'Tuition Fee' (D) updated. Location changed from CCD to DVD	<a href="#">19109571</a>			<a href="#">295571464</a>
helpcenter	11/12/2019 8:49:00 PM	JT_EditTrans	type 'Tuition Fee' (D) updated. Amt=75.00	<a href="#">19109571</a>		<a href="#">10354336</a>	<a href="#">295571464</a>
helpcenter	11/12/2019 8:48:47 PM	JT_EditTrans	Transaction Type 'Tuition Fee' (D) updated. Location changed from DVD to CCD	<a href="#">19109571</a>			<a href="#">295571464</a>
helpcenter	11/12/2019 8:48:47 PM	JT_EditTrans	type 'Tuition Fee' (D) updated. Amt=75.00	<a href="#">19109571</a>		<a href="#">10354336</a>	<a href="#">295571464</a>

Click on the links to see the details.

Family	Student	Class	Trans
<a href="#">12574863</a>		<a href="#">10226861</a>	<a href="#">296235569</a>



**Details**

**i** Family Name: Ager  
Family Status: Active  
Student Name:  
Class Name (Session): Hip Hop L2 - Thurs 7pm (Fall 2019)  
Trans Type: Tuition Fee

Ok

## Tips for Searching Activity

- Use a keyword to search with the Event criteria, for example "edit" or "delete"
- To find out what the event name associated with an action is, a little testing can get you the answer. While logged into Jackrabbit, perform the action you are looking to search on and then head over to Tools > Search User Activity and search for the current activity of your User ID. Make note of the event name given to the action you performed.