# **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.
- rovide 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.

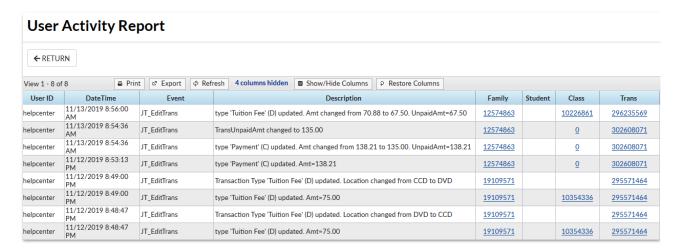
#### **Business Scenario**

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

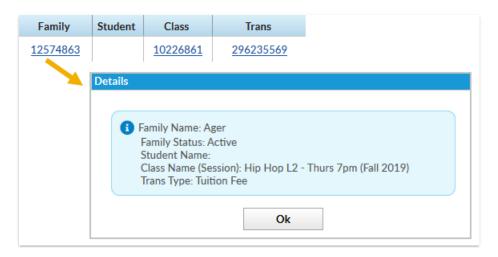
• Select the date range of 11/1/2019 to 11/15/2019 and enterJT\_EditTrans in the Event field.

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.



Click on the links to see the details.



## **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.