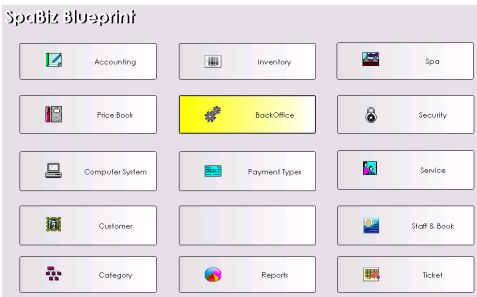


action log viewer

The Action Log Viewer allows owners/managers to view and track which areas of the software have been accessed, which reports and queries have been created as well as recording changes made to Blueprint settings.



Access

1. For Enterprise customers, access the Action Log Viewer by clicking the Blueprints icon from the main menu bar.
2. Click the BackOffice button, and then click the Action Log Viewer button.
 - ❖ Access to BackOffice can be secured through Blueprints – Security.
3. For Standard customers, access the Action Log Viewer by double-clicking on the shortcut on your desktop.

View Options

The Action Log Viewer is a view only tool that tracks and displays historical data and although view options can be modified, none of the actual data can be altered.

Action

1. Choose which of the action options you wish to view, you will see a check in the box next to the corresponding action when selected.
 - Security Checkpoints – will show which of the secure areas of the software (determined by your security settings in Blueprints) your staff has accessed.
 - Reports Viewed – will show each time a report is generated from the report viewer.
 - Record Edits – will show each time a Default setting in Blueprints is altered.
 - Customer Queries – will show each time a query is generated from the Customer Query application.

Date

Use the calendar drop down menus to determine a start and end date you wish to view.

Staff

Use the Staff Member drop down menu to select a specific staff member to view.

- ❖ Checking Hide Unknown Entries will eliminate entries not associated with a staff member, for example, a cancelled entry.

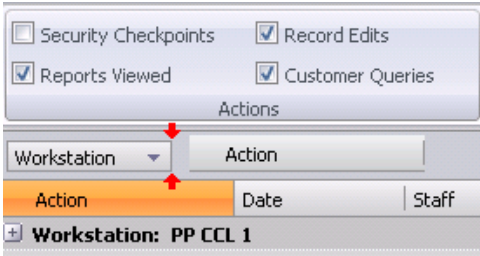
Location

Use the Location drop down menu to select a specific location to view, if you have more than one.

Action	Staff	Time	Area Entered	Action Details
Workstation: RP COL 1				
Security Checkpoints				
Security Checkpoint	Estren Hall	9:22 AM	Blueprint - Security	
Security Checkpoint	Estren Hall	9:22 AM	Blueprint - Spa/Office	
Security Checkpoint	Estren Hall	9:23 AM	Spa - Class Staff	
Security Checkpoint	Estren Hall	9:23 AM	Blueprint - Enter	
Security Checkpoint	Estren Hall	9:23 AM	Blueprint - BackOffice	
Security Checkpoint	Estren Hall	9:23 AM	Spa - Allow Toggle	
Security Checkpoint	Estren Hall	9:23 AM	Spa - Class Staff	
Security Checkpoint	Estren Hall	9:23 AM	Blueprint - Enter	
Security Checkpoint	Estren Hall	9:40 AM	Blueprint - BackOffice	
Security Checkpoint	Estren Hall	9:40 AM	Reports - Enter	
Security Checkpoint	Estren Hall	9:41 AM	Customer Query	
Security Checkpoint	Estren Hall	9:41 AM	Customer Query	
Security Checkpoint	Estren Hall	9:43 AM	Blueprint - Enter	
Security Checkpoint	Estren Hall	9:43 AM	Blueprint - BackOffice	
Security Checkpoint	Estren Hall	9:44 AM	Blueprint - Service	
Report Edit	Estren Hall	9:49 AM	Blueprint - Allow for Res...	Yes to No
Security Checkpoint	Estren Hall	9:45 AM	Blueprint - BackOffice	
Security Checkpoint	Estren Hall	9:26 AM	Spa - Class Staff	
Security Checkpoint	Estren Hall	9:26 AM	Reports - Enter	
Security Checkpoint	Estren Hall	9:27 AM	Blueprint - BackOffice	
Security Checkpoint	Estren Hall	9:28 AM	Blueprint - BackOffice	
Security Checkpoint	Estren Hall	9:28 AM	Reports - Enter	
Report Viewed	Estren Hall	9:28 AM	Daily Summary	Load Failed
Security Checkpoint	Estren Hall	9:28 AM	Reports - Enter	
Report Viewed	Estren Hall	9:24 AM	Daily Summary	Report loaded successfully.
Security Checkpoint	Estren Hall	9:25 AM	Customer Query	

Action	Staff	Time	Area Entered	Action Details
Workstation: RP COL 1				
Security Checkpoints				
Report Edit	Estren Hall	9:45 AM	Blueprint - Allow for Res...	Yes to No
Report Viewed	Estren Hall	9:24 AM	Daily Summary	Load Failed
Report Viewed	Estren Hall	9:24 AM	Daily Summary	Report loaded successfully.
Customer Query	Estren Hall	9:24 AM	1482	Search = 12110209 Employee = 12110209 Report loaded successfully. Format: Login Order: Summary Date: 12/11/2009 Time: 9:24 AM Customer: where Customer PKID = 0 and Time(Customer_Address) and null and Customer Balance > 0.0





Navigation Grouping

Group the information by drag and dropping one or more of the column headers into the open area above the grid.

Sorting

Clicking the column header will sort the data by the chosen column.

