User ID Activity Tracking

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.
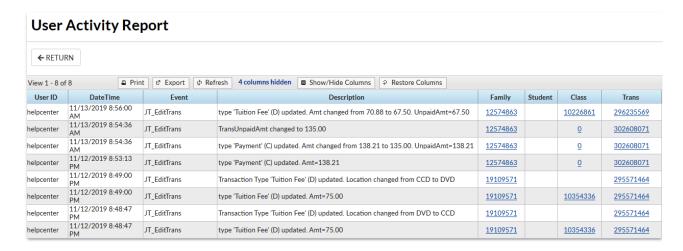
View Activity for All Users

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.
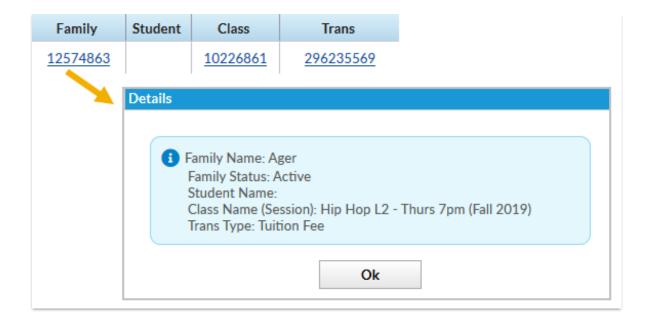
Business Scenario

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

← RETURN

View 1 - 8 of 8 | 🖨 Print | ↗ Export | ↻ Refresh | **4 columns hidden** | ▦ Show/Hide Columns | ↺ Restore Columns

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	12574863		10226861	296235569
helpcenter	11/13/2019 8:54:36 AM	JT_EditTrans	TransUnpaidAmt changed to 135.00	12574863		0	302608071
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	12574863		0	302608071
helpcenter	11/12/2019 8:53:13 PM	JT_EditTrans	type 'Payment' (C) updated. Amt=138.21	12574863		0	302608071
helpcenter	11/12/2019 8:49:00 PM	JT_EditTrans	Transaction Type 'Tuition Fee' (D) updated. Location changed from CCD to DVD	19109571			295571464
helpcenter	11/12/2019 8:49:00 PM	JT_EditTrans	type 'Tuition Fee' (D) updated. Amt=75.00	19109571		10354336	295571464
helpcenter	11/12/2019 8:48:47 PM	JT_EditTrans	Transaction Type 'Tuition Fee' (D) updated. Location changed from DVD to CCD	19109571			295571464
helpcenter	11/12/2019 8:48:47 PM	JT_EditTrans	type 'Tuition Fee' (D) updated. Amt=75.00	19109571		10354336	295571464

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.