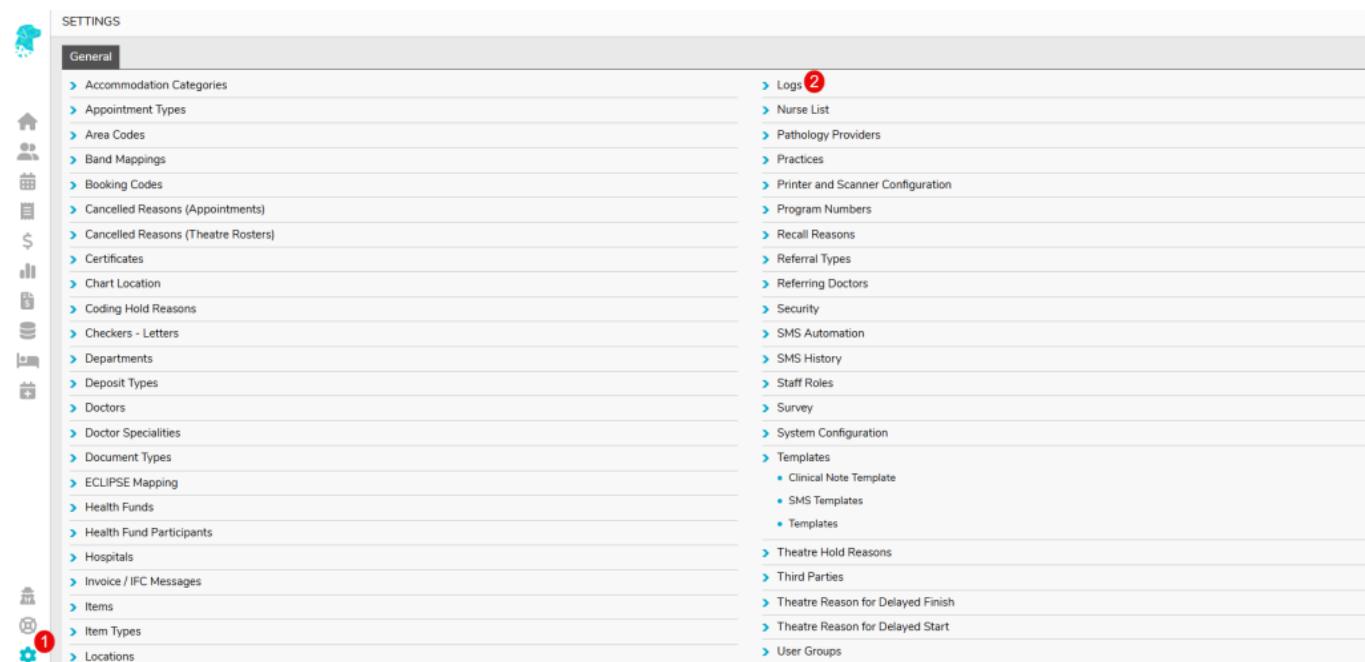


Tracking User Activity in FYDO

Did you know you can view user activity history in FYDO? Whether it's to track changes made to an invoice, to see when a patient record was deleted or which user undertook what action, and when, the FYDO's **Audit Logs** feature can help! Read on to learn more.

The audit logs show information about *the action* performed, *who* performed it, *when* they performed it, and their *IP address*. It can be used for troubleshooting purposes or monitoring user activities.

To view the audit logs, first navigate to **Settings**, then **Logs**.



The screenshot shows the 'SETTINGS' page with the 'General' tab selected. On the left, there is a vertical sidebar with various icons representing different system settings. The 'Logs' icon, which is a gear with a red notification bubble containing the number '2', is highlighted with a red circle. The 'Logs' option is also highlighted in the list of items on the right. The list includes: Accommodation Categories, Appointment Types, Area Codes, Band Mappings, Booking Codes, Cancelled Reasons (Appointments), Cancelled Reasons (Theatre Rosters), Certificates, Chart Location, Coding Hold Reasons, Checkers - Letters, Departments, Deposit Types, Doctors, Doctor Specialities, Document Types, ECLIPSE Mapping, Health Funds, Health Fund Participants, Hospitals, Invoice / IFC Messages, Items, Item Types, and Locations. The 'Logs' item is the second item in the list and is marked with a red circle containing the number '2'.

How is user activity recorded?

Every user login is unique. So when a user logs in and begins taking actions on FYDO, their activity is logged. Here are some examples of logged user activity in FYDO:

- User login
- Changes to patient record
- Changes to appointment details
- Billing and invoicing changes
- Claims sent and batches receipted
- Payments taken, split, or reallocated
- Documents deleted
- Batches removed

You can view user action history within a date range, sort by user, action, or date, as well as search.



SETTINGS > LOGS

Username	Message	Date Created	Action
Michelle Romero (Altura) (Backend)	Patient [MRN - 210] - Insurance Status changed from 'None' to 'Full Fee'	02/10/2025 5:35:48 PM	
Michelle Romero (Altura) (Backend)	Patient [MRN - 210] - Created	02/10/2025 5:35:30 PM	
Kelsey Hills (Altura) (Backend)	Template Created - Wound Assessment Chart - WHB	02/10/2025 3:31:27 PM	Download

Why use FYDO's Audit Logs?

Let's take a closer look at the benefits of this feature.

- Greater accountability:** logged user action history fosters a culture of responsibility by users being aware that their actions are being logged, promoting responsible behaviour within the organisation.
- Enhanced troubleshooting:** logged user action history can aid in pinpointing the source and cause of an issue, helping users to troubleshoot problems faster.
- Improved security:** logged user action history offers a log of most system activities, enabling the identification of unauthorised access attempts, powering administrators to take the necessary steps to secure the system.