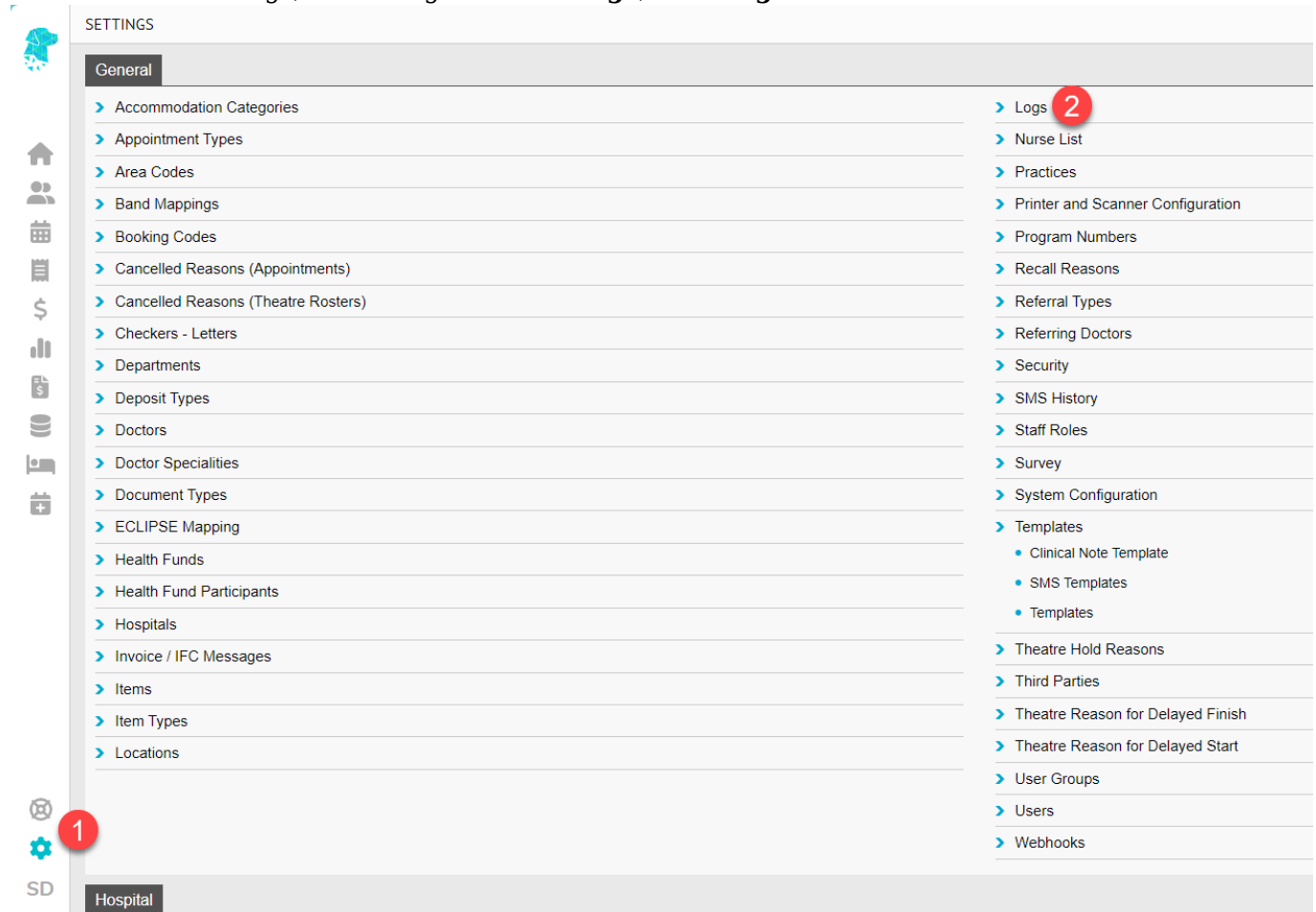


# Tracking User Activity in FYDO

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**.



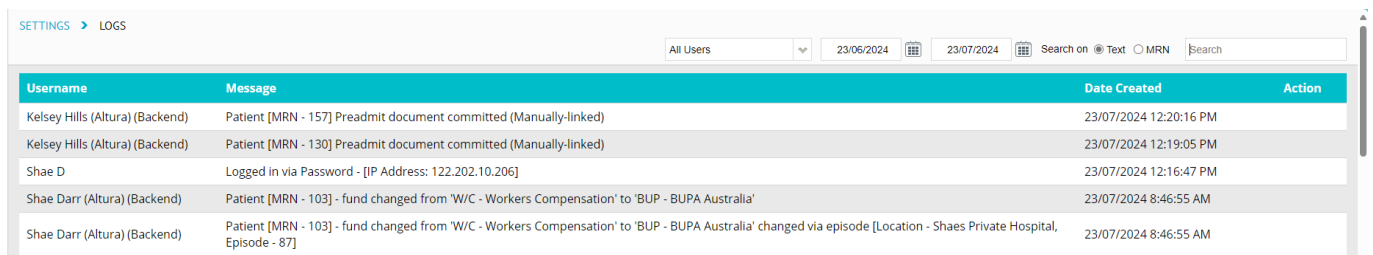
## How is user activity recorded?

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

All Users 23/06/2024 23/07/2024 Search on @ Text MRN Search

Username	Message	Date Created	Action
Kelsey Hills (Altura) (Backend)	Patient [MRN - 157] Preadmit document committed (Manually-linked)	23/07/2024 12:20:16 PM	
Kelsey Hills (Altura) (Backend)	Patient [MRN - 130] Preadmit document committed (Manually-linked)	23/07/2024 12:19:05 PM	
Shae D	Logged in via Password - [IP Address: 122.202.10.206]	23/07/2024 12:16:47 PM	
Shae Darr (Altura) (Backend)	Patient [MRN - 103] - fund changed from 'W/C - Workers Compensation' to 'BUP - BUPA Australia'	23/07/2024 8:46:55 AM	
Shae Darr (Altura) (Backend)	Patient [MRN - 103] - fund changed from 'W/C - Workers Compensation' to 'BUP - BUPA Australia' changed via episode [Location - Shaes Private Hospital, Episode - 87]	23/07/2024 8:46:55 AM	

## Why use FYDO's Audit Logs?

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

1. **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.
2. **Enhanced troubleshooting:** logged user action history can aid in pinpointing the source and cause of an issue, helping users to troubleshoot problems faster.
3. **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.

## Who can view the Audit Logs?

Any user can be given access to view the audit logs by the Subscriber for their facility. The access is granted or removed in **Settings > User and User Groups**.