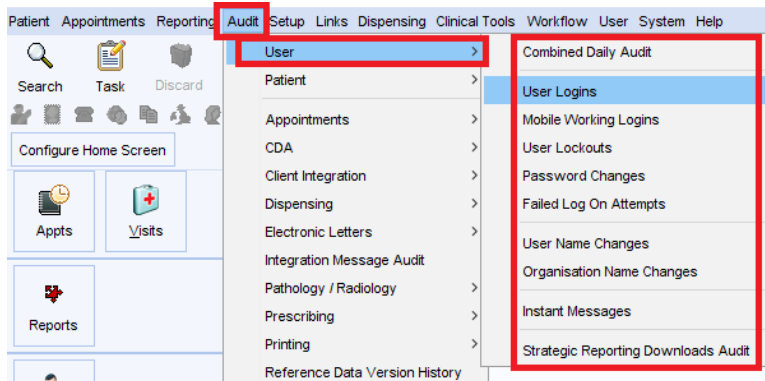


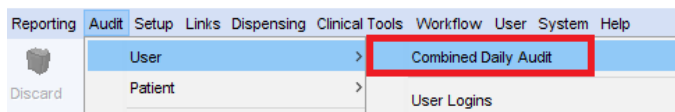
NECS Clinical Systems Specialist Team Running Audits

Complete User Audit Trail

1. Click **Audit**, hover your mouse over **User** and a list of auditing options will open

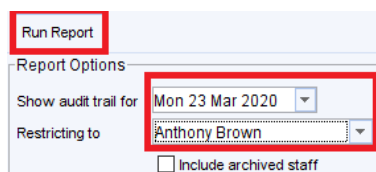


2. Select **Combined Daily Audit**



3. Select the required **date** and **staff member**

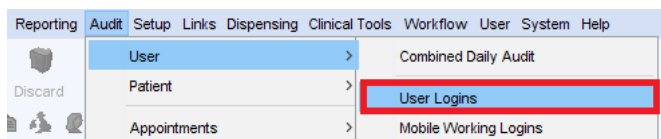
4. Click **Run Report**



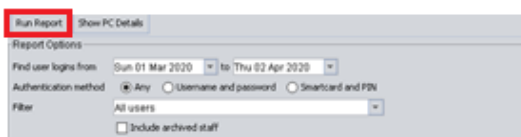
5. View a full audit of activity for that staff member on the selected date

User Logins Audit

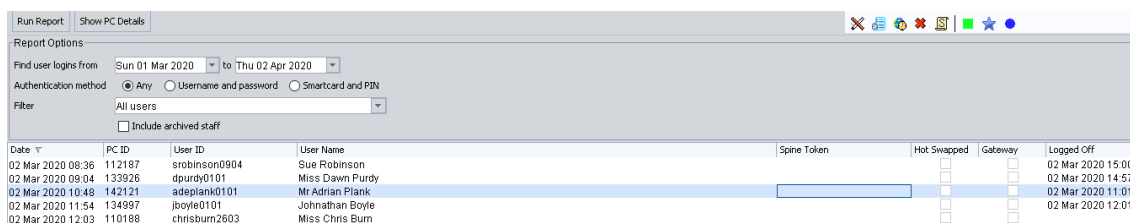
1. Click **Audit**, hover your mouse over **User** and select **User Logins**



2. Select a **date** to run the audit for and select a **staff member** to restrict to or leave it as all logins
3. Click **Run Report**



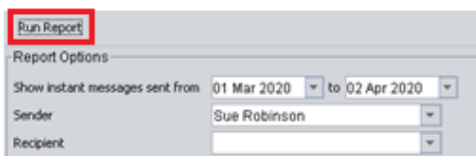
Results will display



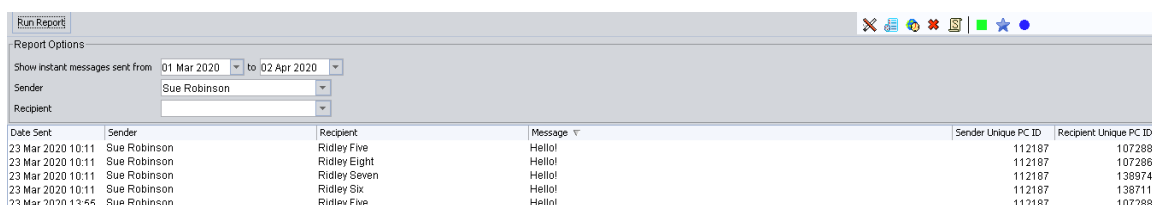
Date	PC ID	User ID	User Name	Spine Token	Hot Swapped	Gateway	Logged Off
02 Mar 2020 08:36	112187	srobinson0904	Sue Robinson		<input type="checkbox"/>	<input type="checkbox"/>	02 Mar 2020 15:00
02 Mar 2020 09:04	133926	dpurdy0101	Miss Dawn Purdy		<input type="checkbox"/>	<input type="checkbox"/>	02 Mar 2020 14:57
02 Mar 2020 10:48	142121	adeplank0101	Mr Adrian Plank		<input type="checkbox"/>	<input type="checkbox"/>	02 Mar 2020 11:01
02 Mar 2020 11:54	134997	jboyle0101	Johnathan Boyle		<input type="checkbox"/>	<input type="checkbox"/>	02 Mar 2020 11:01
02 Mar 2020 12:03	110188	chrisburn2603	Miss Chris Burn		<input type="checkbox"/>	<input type="checkbox"/>	

User Instant Messages Audit

1. Go to **Audit**, hover your mouse over **User** and select **Instant Messages**
2. Select a **date** to run the audit for and select a **staff member** to restrict to
3. Select a recipient name if required
4. Click **Run Report**



Results will display



Date Sent	Sender	Recipient	Message	Sender Unique PC ID	Recipient Unique PC ID
23 Mar 2020 10:11	Sue Robinson	Ridley Five	Hello!	112187	107288
23 Mar 2020 10:11	Sue Robinson	Ridley Eight	Hello!	112187	107286
23 Mar 2020 10:11	Sue Robinson	Ridley Seven	Hello!	112187	138974
23 Mar 2020 10:11	Sue Robinson	Ridley Six	Hello!	112187	138711
23 Mar 2020 13:55	Sue Robinson	Ridley Five	Hello!	112187	107288