

Audit logs

Audit logs enable the health center to review, track, and analyze user activity.

The Audit logs are:

- **Admin changes**
- **UDS+ access log [new]**
- **User behavior**

Admin changes

The Admin changes audit log allows health center admins to review and monitor the changes made in the Admin section of the application by users.

Admin changes generates a list by the user that includes the user's name, date/time modified on, the module information, source system, the field's prior contents, and what it changed to.

Admin changes

Monitor any changes made to your Saber Analytics application setup, such as "About us", value set mappings, KPI targets, and reporting group sets. If you want to see all changes to a specific module, we recommend you look at the audit log for that specific module by going to its page on the left. Please note, if you do not see an option in the "More specifically..." dropdown, it is because no changes matching your search exist.

User name: Select user | Date range: Month to date | Start date: 12/01/2024 | End date: 12/16/2024

Module(s): Select module(s) | More specifically: Select more specifically | Apply | Export

Show 25 entries | Manage columns

User name	Modified on	Module	More specifically	Source system	Previously	Changed to
Vis_Catherine Pompei	12/04/2024, 11:49 AM	Value sets	Payer	SOP 1	Active	Inactive
Vis_Catherine Pompei	12/04/2024, 11:50 AM	Value sets	Payer	SOP 1	Inactive	Active
Vis_Catherine Pompei	12/09/2024, 10:55 AM	Test patients	PatientId 902596		False	True
Vis_Catherine Pompei	12/09/2024, 10:56 AM	Test patients	PatientId 902596		True	False
Vis_Catherine Pompei	12/09/2024, 12:16 PM	Facilities near public housing	Abriagart Health Center		Inactive	Active
Vis_Catherine Pompei	12/09/2024, 12:16 PM	Facilities near public housing	Abriagart Health Center		Active	Inactive
Vis_Catherine Pompei	12/09/2024, 12:16 PM	Facilities near public housing	Abriagart Health Center		Inactive	Active
Vis_Catherine Pompei	12/09/2024, 12:16 PM	Primary third-party	Aarp United Medicare Preferred grouping			

Use the **Manage columns** button to change the display columns. Refer to the [Manage columns section](#) for more details.

To use:

1. Navigate to the **Admin settings**.

2. In the left-hand menu, Click **Audit logs** and then **Admin Changes**.
3. Use the **drop-down menu** to select a **User name** (Optional).
4. Use the **drop-down menu** to select a **Date Range**.

Note: **Start** and **End dates** are only required when selecting the **Custom Date Range**.

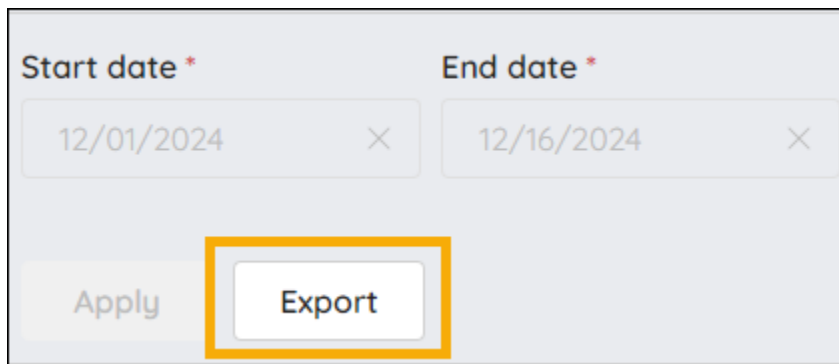
5. Use the **drop-down menu** to check the desired **Module(s) checkbox(es)**.

Important Notes:

- The **More Specifically** drop-down menu will be enabled after the Module selection. Use it to select specific areas to review.
- The **More Specifically** drop-down menu will display all the items accessed historically.

Exporting an Audit log

Users can export the audit log results with their filters into a CSV file. Each audit log contains an Export button.



The screenshot shows a filter interface with two date input fields: "Start date *" containing "12/01/2024" and "End date *" containing "12/16/2024". Below these fields are two buttons: "Apply" and "Export". The "Export" button is highlighted with a yellow border.

1. Navigate to the **Admin settings**.
2. Click one of the audit logs from the navigation menu.
 - **Admin changes**
 - **User behavior**
3. Use the **drop-down menu(s)** to select the desired filter options.

Audit logs

Admin changes

Monitor any changes made to your Saber Analytics application setup, such as "About us", value set mappings, KPI targets, and reporting group sets. If you want to see all changes to a specific module, we recommend you look at the audit log for that specific module by going to its page on the left. Please note, if you do not see an option in the "More specifically..." dropdown, it is because no changes matching your search exist.

User name: Date range: Start date *: End date *:

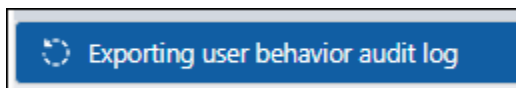
Module(s): More specifically:

4. Click **Apply**. The audit log display results will be updated based on the selections.

Important Note: The Export button will be enabled *after* the results are displayed.

5. Click the **Export** button.

6. The export 'in process' message will appear.



7. Once complete, your system should prompt you to open the downloaded file.

User name: Date range: Start date *: End date *:

Module(s): More specifically:

- Address
- Adjustments
- Automatic timeout
- Contacts
- Facilities near public housing
- Facility
- Grant information
- Group sets
- Important dates
- KPI targets
- Mail server
- Non-billable codes

Module	More specifically	Source system

6. Click **Apply**.

The Admin changes audit log will now list the user activity based on the selection criteria.

Workflow Example: The Admin user needs to see all users who changed UDS+ validation in the last week.

Filters selections:

- **User name:** none
- **Date Range:** Last 7 days
- **Modules:** UDS+ validation

The screenshot shows the 'Admin changes' interface. At the top, there is a title 'Admin changes' and a descriptive paragraph. Below this are filter sections: 'User name' with a dropdown 'Select user', 'Date range' with a dropdown 'Last 7 days', 'Start date' with a date input '12/10/2024', and 'End date' with a date input '12/16/2024'. There are also 'Module(s)' and 'More specifically' dropdowns, with 'UDS+ validation' selected in the first. 'Apply' and 'Export' buttons are present. Below the filters, it says 'Show 25 entries' and 'Manage columns'. A table with the following columns is displayed: 'User name', 'Modified on', 'Module', 'More specifically', 'Source system', 'Previously', and 'Changed to'. One entry is shown: 'Vis_Dayshawn Terry', '12/12/2024, 12:20 PM', 'UDS+ validation', 'Patient-level validation target', '1000', and '20'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'Prev', '1', and 'Next'.

Note: Users can **Export** the results as a CSV. Refer to the **Exporting an Audit log** section.