

Creating the Activity Log Audit Report



Knowledge Base Article

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Overview:

Important: Defects 19920 and 50886 have been submitted to fix a current issue regarding the modified date. The modified date of this report will not work at full capacity until these defects are resolved.

The **Activity Log Audit Report** is an administrative report that can be generated by all public and private agency SACWIS users for their employing agency. State SACWIS users are authorized to request this report for any agency. This report will display all Activity Logs with a Created Date or Modified Date between the user's selected Begin and End Date. The report examines the timeliness of Activity Log entry, while also displaying various "days between" data. This report can be run for an entire Agency or users may opt to drill down to a specific worker.

Generating the Activity Log Audit Report

From the SACWIS Home screen:

1. Click the **Administration** tab.
2. Click the **Reports** tab.

The **Reports** screen appears, displaying an alphabetical list of available reports.

3. Click the **Activity Log Audit Report** link.

The screenshot shows the SACWIS Reports screen. The top navigation bar has tabs for Home, Intake, Case, Provider, Financial, and Administration. The Administration tab is selected. Below the navigation bar, there are tabs for Staff, Maintenance, Reports, Training, and Utilities. The Reports tab is selected. The main content area shows a 'Report Filter Criteria' section with 'Report Category' and 'Report Type' dropdown menus. Below this is a 'Filter' button and a 'Reports' section. The Reports section displays a table with columns for Title, Category, and Type. The 'Activity Log Audit Report' is highlighted in red in the table.

Title	Category	Type
AA Ceiling Waiver Requests Report	Fiscal	Agency
AAC Outreach Letter	Fiscal	State
AAC Outreach Report	Fiscal	State
AAICPC Interstate Data Form Quarterly Report	Provider	Agency
AECARS Exception Report	Fiscal	Agency
AECARS Exception Summary Report	Administration	Agency
AWOL Report	Administration	Agency
Activity Log Audit Report	Administration	Agency
Adoption Finalization Report	Administration	Agency
Adoption Subsidy Report	Fiscal	Agency
Agency Contracts Report	Fiscal	Agency

The **Report Details** screen appears.

Note: To view a saved report, click the **Report ID** hyperlink in the **Report History** section.

4. To create a new report, click, **Generate Report**.

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ID	Date Created	Employee ID	Name
31380002	09/10/2020 06:44 PM		
31380219	09/11/2020 02:17 PM		

Select Report Output Format

PDF

Excel

Generate Report

The **Activity Log Audit Report** screen appears:

5. Select the appropriate radio button under **Date Options**.
6. Enter **Begin Date**.
7. Enter an **End Date**.

Note:

- The **Agency** field will be auto-populated.
- Adding a selection(s) within the **Agency Unit** grid, the **Unit Supervisor** grid, or the **Worker** grid is optional.
- If the **Date Option**, **Begin Date**, or **End Date** is not selected before clicking the **Generate Report** button, the following validation message will appear:

⊘ 3 validation message(s) We found a few areas that need your attention:

- Date Option is a required field.
- Begin Date is a required field.
- End Date is a required field.

Activity Log Audit Report

8. Click, **Generate Report** button.

Activity Log Audit Report

Date Options *

Activity Log Created Begin/End Date

Activity Log Modified Begin/End Date

Begin Date: *

End Date: *

Agency: *

Creating the Activity Log Audit Report

Agency Unit

Available: Data Analysis, Data Analytics Rapid Consult, Dept of Job and Family Services, Family Services

Selected:

Unit Supervisor

Available:

Selected:

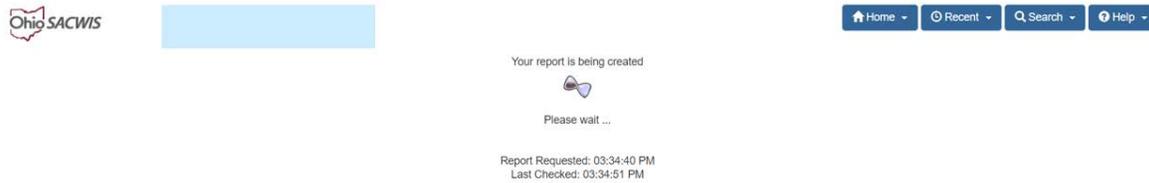
Worker

Available:

Selected:

Generate Report Cancel

The following message appears while the report is generating:



The Report Confirmation screen appears when the report has run successfully.

9. If the report does not open, select, [Click here to open report link](#).
10. Click, [Save](#) to save the generated report to the Report History.
11. Click, [Review Parameters](#) to return to the Report Parameters screen.



If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.