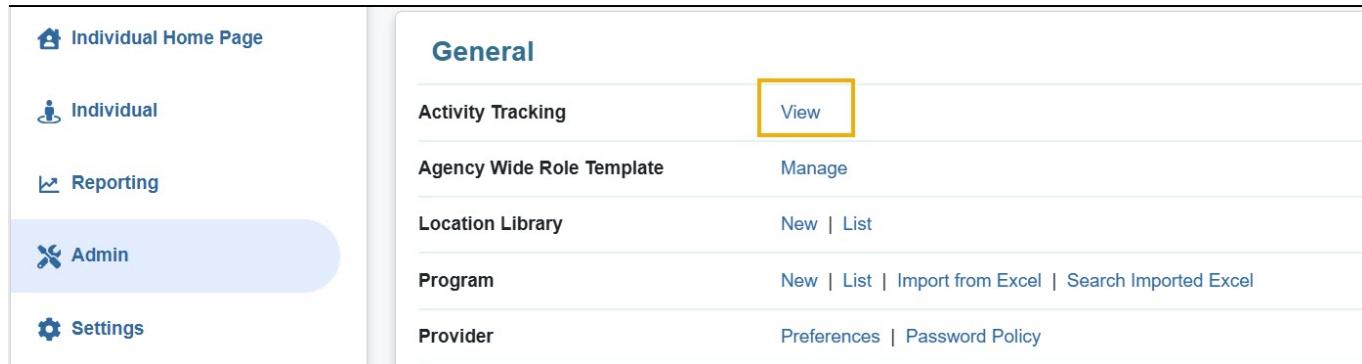


# Activity Tracking

The **Activity Tracking** application keeps logs of the operations performed by staff in the Therap system. It helps in auditing and monitoring of the services provided to individuals and the data created, read, updated, and deleted within the system. The logs are also date and time stamped. This security option lets you find out who has been using the system, when they were using it, and for what purposes.

Users with the **Activity Tracking** Administrative Role are able to access the **Activity Tracking** module.

1. Starting on the **Admin** tab click on **View** beside **Activity Tracking** under **General** section.



The screenshot shows the Therap Global Admin interface. On the left, there is a sidebar with the following navigation options:

- Individual Home Page
- Individual
- Reporting
- Admin** (highlighted with a blue background)
- Settings

The main content area is titled "General" and contains the following list of items:

Item	Action
Activity Tracking	<b>View</b> (button highlighted with a yellow box)
Agency Wide Role Template	Manage
Location Library	New   List
Program	New   List   Import from Excel   Search Imported Excel
Provider	Preferences   Password Policy

2. On the **Activity Tracking Search** page, you may enter different search parameters. Only the **date range** is a required field on this page. Entering more search parameters will result in a narrower search, whereas keeping search fields empty will display a broader search result. After entering necessary search parameters, click on the **Search** button.

### Activity Tracking Search

Program (Site)	<input type="text" value="Search"/>
User	<input type="text" value="Search"/>
Login Name	<input type="text"/>
Program (Site) Name	<input type="text"/>
* Date From	<input type="text" value="MM/DD/YYYY"/> 
Date to	<input type="text" value="MM/DD/YYYY"/> 
Module	<input type="text" value="- Please Select -"/>
Action	<input type="text" value="- Please Select -"/>
Activity Type	<input type="text" value="- Please Select -"/>
Form ID	<input type="text"/>
Individual Form ID	<input type="text"/>

 [Clear Selection](#)

[Cancel](#)

[Search](#)

3. The **Activity Tracking Search** results will display the first 10,000 records matching the search criteria.

## Activity Tracking Search

Activity Tracking Search												
Activity Time	Login Name	IP Address	Server Name	Module	Action	Activity Type	Form ID	Individual Form ID	Program (Site)	Comments	Request Source	Time Zone
04/05/2023 10:41:56 AM	imran	118.67.218.54	oapglb01a	T-Log	View		TL-DEMOTPHL-M664HS2WD842U	IDF-DEMOTPHL-G7Q29D7EDMULW	(Demo) Education and Development ((Demo) TG Center for Children With Special Needs)		Web	Asia/Manil
04/05/2023 10:41:58 AM	amit	118.67.218.54	oapglb02a	T-Log	Submit		TL-DEMOTPHL-M664HS2WD842U	IDF-DEMOTPHL-G7Q29D7EDMULW	(Demo) Education and Development ((Demo) TG Center for Children With Special Needs)		Web	Asia/Manil
04/05/2023 10:40:59 AM	amit	118.67.218.54	oapglb02a	User	Self Password Reset Configured					Affected User(s): amit	Web	Asia/Manil
04/05/2023 10:40:54 AM	imran	118.67.218.54	oapglb02a	T-Log	Submit		TL-DEMOTPHL-M664HLNLN8429	IDF-DEMOTPHL-K3C4NF5Y6MUL	(Demo) Education and Development ((Demo) TG Center for Children With Special Needs)		Web	Asia/Manil
04/05/2023 10:40:43 AM	sonia	118.67.218.54	oapglb03a	ISP Data	Submit		ISD-DEMOTPHL-M664HJH6Q8337	IDF-DEMOTPHL-KB34NMSXSMUL6	(Demo) Education and Development ((Demo) TG Center for Children With Special Needs)		Web	Asia/Manil
04/05/2023 10:40:43 AM	sonia	118.67.218.54	oapglb03a	ISP Data	Submit		ISD-DEMOTPHL-M664HJHMH8333	IDF-DEMOTPHL-J9M4JSPWUMULF	(Demo) Education and Development ((Demo) TG Center for Children With Special Needs)		Web	Asia/Manil
04/05/2023 10:39:16 AM	imran	118.67.218.54	oapglb02a	ISP Report	Generate			IDF-DEMOTPHL-K3C4NF5Y6MUL	(Demo) Education and Development ((Demo) TG Center for Children With Special Needs)	Report type: Clinician Report.	Web	Asia/Manil
04/05/2023 10:37:58 AM	imran	118.67.218.54	oapglb02a	User	Self Password Reset Configured					Affected User(s): imran	Web	Asia/Manil
04/05/2023 10:37:43 AM	amit	118.67.218.54	oapglb02a		Logon				Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/111.0.0.0 Safari/537.36		Web	Asia/Manil

Showing 1 to 9 of 9 entries

Previous **1** Next

 [New Search](#)

 [Export to Excel](#)

[Cancel](#) [Back](#)

