

User Activity Report

Purpose	Review CAREWare user logins and summarized activity by date, provider, user, IP address, and hit count. This is a security feature to identify if bad actors are attempting to access the CAREWare system.
Who should do this	CAREWare administrators, security staff, data managers, or designated support staff with access to Central Administration and Administrative Reports.
Use this report when	You need a high-level review of who accessed CAREWare, where the activity occurred, and how many actions were recorded during a selected period.
Main warning	The report summarizes activity. It does not identify each client or data change. Use the User Action Report when an action-level audit trail is required.
Video walkthrough	User Activity Report video

Quick path

Central Administration > Reports > Administrative Reports > User Activity Report

Before you begin

- Sign in to Central Administration and confirm that your account can open Administrative Reports.
- Choose the date range and decide whether to limit the report to one provider or one user.
- Use Minimum Hit Count only when low-activity sessions should be excluded from the results.
- Decide whether the summary is sufficient or whether the detailed User Action Report is needed.

Important

Leaving Provider blank includes activity from all providers. Use a short, focused date range when reviewing a specific event or concern.

Open User Activity Report

Step 1. Sign in to Central Administration.

Step 2. Click Reports.

Step 3. Click Administrative Reports.

Step 4. Click User Activity Report.

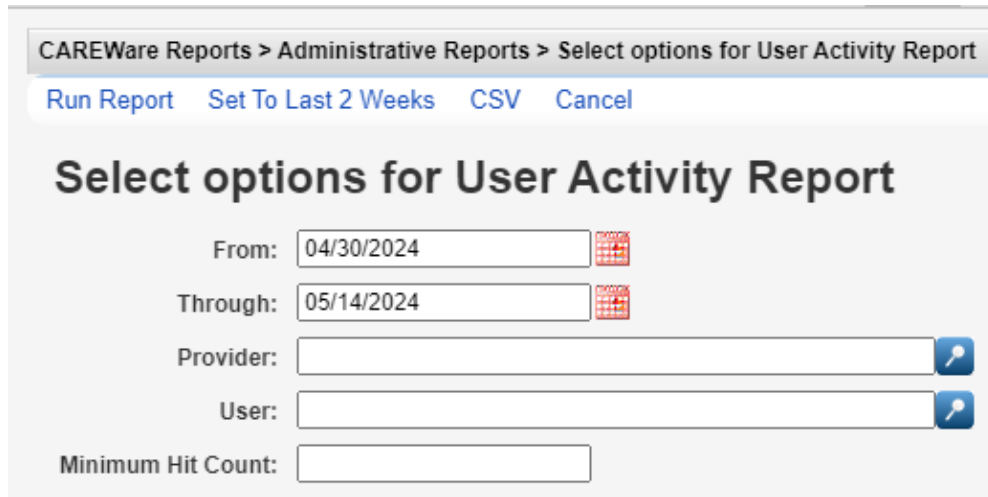
Set report filters

Step 5. Enter the From and Through dates, or click Set To Last 2 Weeks.

Step 6. Select a Provider, or leave the field blank to include all providers.

Step 7. Select a User, or leave the field blank to include all users.

Step 8. Enter a Minimum Hit Count only when low-activity records should be excluded.



The screenshot shows a web interface for generating a User Activity Report. At the top, a breadcrumb trail reads 'CAREWare Reports > Administrative Reports > Select options for User Activity Report'. Below this, there are four links: 'Run Report', 'Set To Last 2 Weeks', 'CSV', and 'Cancel'. The main heading is 'Select options for User Activity Report'. The form contains several input fields: 'From:' with the date '04/30/2024' and a calendar icon; 'Through:' with the date '05/14/2024' and a calendar icon; 'Provider:' with a search icon; 'User:' with a search icon; and 'Minimum Hit Count:' with an empty text box.

Tip

Begin with a short date range and a known provider or user. Expand the scope only after confirming that the report returns the expected type of activity summary.

Run or export the report

Step 9. Click Run Report to open the results in a new tab.

Step 10. Click CSV to export the same filtered results when a spreadsheet file is needed.

Review the results

Step 11. Review User, Provider, Span Start, IP Address, and HitCount.

Step 12. Enter a value in Search to narrow the displayed rows.

Step 13. Use Print or Export or Hide/Show Columns when needed for review or documentation.

CAREWare Reports > Administrative Reports > Select options for User Activity Report > User Activity Report From 04/30/2024 through 05/14/2024					
Back Print or Export Hide/Show Columns					
User Activity Report From 04/30/2024 through 05/14/2024					
Search:					
User	Provider	Span Start	IP Address	HitCount	
ROYC	Central Administration	4/30/2024 11:43 AM	107.220.164.85	1755	
ROYC	Central Administration	4/30/2024 11:58 AM	107.220.164.85	972	
JEGGERTON	AZ HIV Community Se	5/9/2024 6:14 PM	70.162.64.38	605	
ROYC	Central Administration	5/9/2024 12:16 PM	107.220.164.85	511	
JEGGERTON	AZ HIV Community Se	5/3/2024 2:28 PM	70.162.64.38	475	

Warning

HitCount is a summary count, not a complete list of changes. Use the [User Action Report](#) to identify detailed actions, affected records, and before-and-after values.

Important

The CSV can contain user names, provider names, IP addresses, and activity information. Store and share the export according to your organization's security and records-retention policies.

User Activity Report controls

Control	What it does	Guidance
Run Report	Runs the report with the current filter settings.	Use after confirming the date range and optional provider, user, and hit-count filters.
Set To Last 2 Weeks	Sets a recent two-week date range.	Use for a quick review, then adjust the dates when a different period is required.
CSV	Exports the filtered report data to a CSV file.	Use only when a file is needed for approved analysis or documentation.
Provider	Limits results to one provider.	Leave blank to include all providers available in Central Administration.
User	Limits results to one CAREWare user.	Leave blank to include all users.
Minimum Hit Count	Excludes records below the entered activity count.	Leave blank or use zero for a complete activity summary.

Control	What it does	Guidance
Search	Filters the displayed result rows.	Use a user name, provider name, date value, IP address, or hit count to narrow the current results.

Result columns

Column	Description
User	The CAREWare account associated with the activity.
Provider	The provider domain where the activity occurred.
Span Start	The date and time associated with the activity span.
IP Address	The network address recorded for the session or activity.
HitCount	The summarized number of actions recorded for the row.

Related CAREWare guides and resources

Resource	How it helps
User Activity Report	Official reference for the filters, results, and field descriptions in this guide.
User Action Report	Use for a detailed audit trail of actions, affected records, and change details.
User Group Admin (Reports)	Review report-field restrictions and permissions when custom reports may display sensitive information.