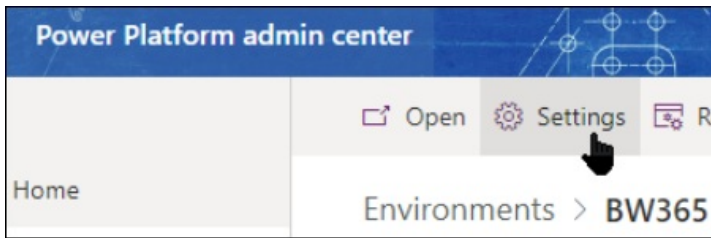


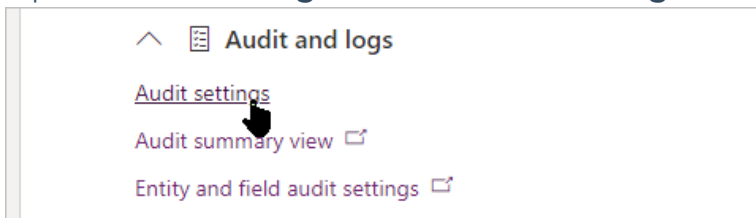
User Activity Audit

In order to determine app activity for any given user, follow these steps:

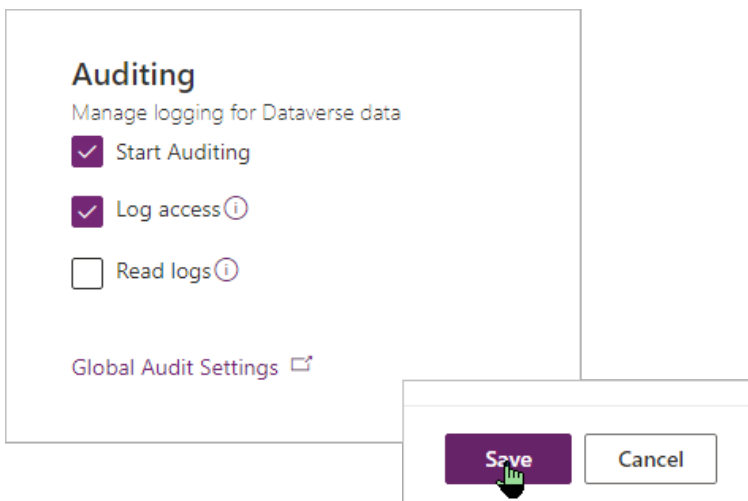
1. Navigate to <https://admin.powerplatform.microsoft.com/environments>.
2. Click the **BrightWork 365 Environment**.
3. Click **Settings**.



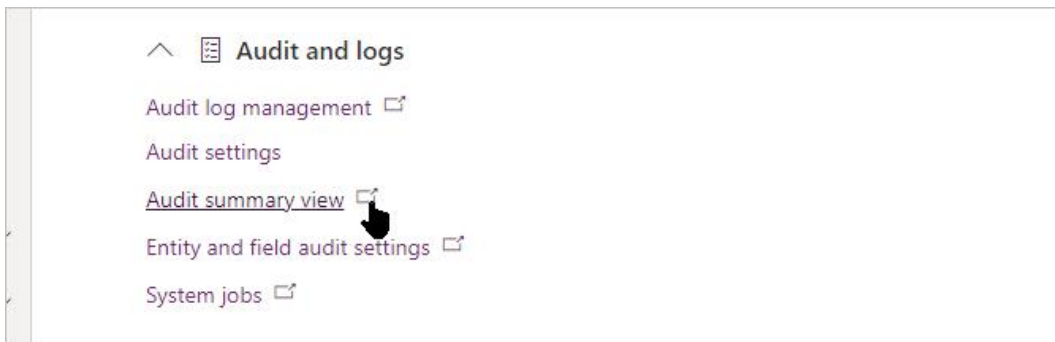
4. Expand **Audit and logs** and click **Audit settings**.



5. Select **Start Auditing** and **Log access**, and if presented with a retention period, select a retention period (we recommend 365 days).
6. Click **Save**.



7. In Settings, click **Audit summary view**.



8. This brings you to a view that provides a global view of audit history. To focus on user access, click **Enable/Disable Filters** and select **Access** from the Operation column.

Audit Summary View

Delete Change History

Enable/Disable Filters

<input type="checkbox"/>	Changed Date ▾	Event ▾	Changed By ▾	User Info ▾	Record	Entity ▾	Operation ▾
	12/02/2024 09:27	User Access via Web	SYSTEM		# PowerAppsData...	User	Access
	12/02/2024 09:17	User Access via Web	SYSTEM		# CDSFileStorage	User	Access
	12/02/2024 09:11	User Access via Web	SYSTEM		# PowerAppsData...	User	Access
	12/02/2024 09:11	User Access via Web	SYSTEM		Donal McWeeney	User	Access
	12/02/2024 09:03	User Access via Web	SYSTEM		# BAP	User	Access
	12/02/2024 08:55	User Access via Web	SYSTEM		Donal McCarthy	User	Access
	12/02/2024 08:54	User Access via Web	SYSTEM		Donal McCarthy	User	Access
	12/02/2024 08:53	User Access via Web	SYSTEM		# CDSFileStorage	User	Access
	12/02/2024 08:52	User Access via Web	SYSTEM		# CDSFileStorage	User	Access
	12/02/2024 08:49	User Access via Web	SYSTEM		# BAP	User	Access
	12/02/2024 08:45	User Access via Web	SYSTEM		Anna Williams	User	Access

9. The view includes system items that you can temporarily filter out by clicking **Enable/Disable Filters** and then **Filter by specific Changed By**.

Enable/Disable Filters

Event	Changed By	User Info	Record
024 09:03	User Access v...	SYSTEM	# B...
024 08:55	User Access v...	SYSTEM	Dor...
024 08:54	User Access v...	SYSTEM	Dor...
024 08:53	User Access v...	SYSTEM	# C...
024 08:52	User Access v...	SYSTEM	# C...
024 08:49	User Access v...	SYSTEM	# B...
024 08:45	User Access v...	SYSTEM	Ann...

Filter menu options:

- Reset Filter
- Sort A to Z
- Sort Z to A
- Set to Current User
- Contains Data
- Contains No Data
- Custom Filter...
- Filter by specific Changed By...

10. Select the **BrightWork Users** view, select all relevant users, and click **Add**.

Look Up Records

Enter your search criteria.

Look for

User

Look in

BrightWork Users

Search

Search for records

☒ Full Name ↑

☒ Alan Geraghty

☒ Alex Hankin

☒ Anne Wallace

☒ BW365 Admin

1 - 26 of 28 (28 selected)

Page 1

Select

Remove

Selected records:

Apply

Cancel

11. You will then be presented with a view of all the activity carried out by licensed BrightWork 365 users. You can filter on **Operations** for greater granularity.
-