

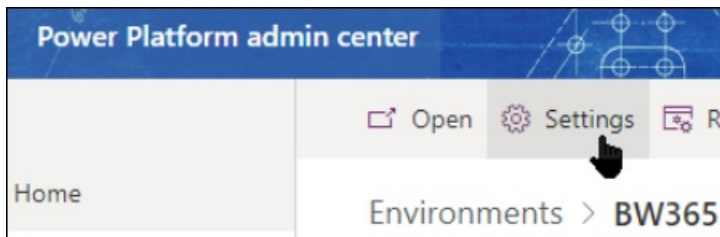
User Activity Audit

In order to determine BrightWork 365 app activity for a given user, follow the steps in one of the methods documented below.

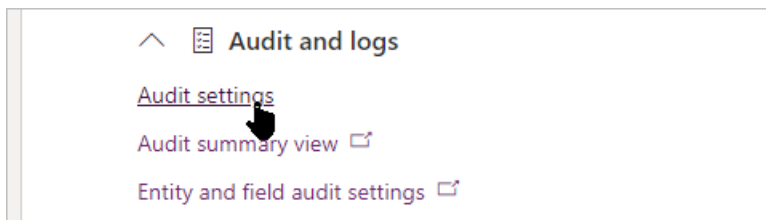
Note Access Auditing is forward tracking only.

Method 1 - Classic UI

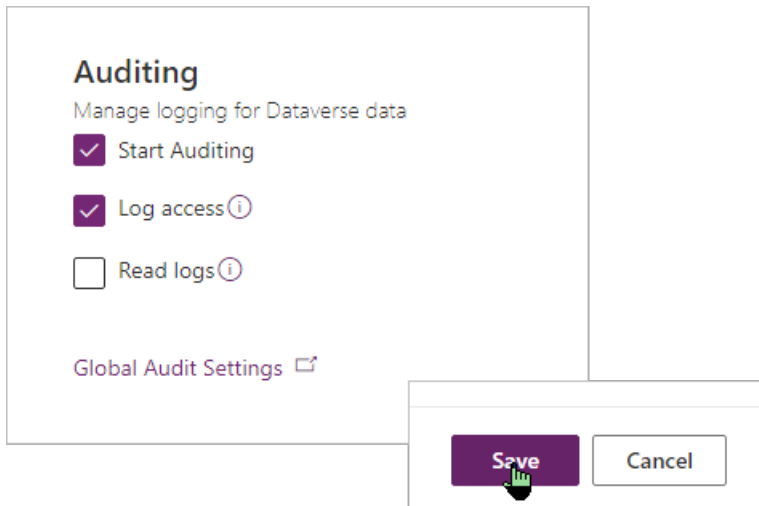
1. Navigate to <https://admin.powerplatform.microsoft.com/environments>.
2. Click the **BrightWork 365 Environment**.
3. Click **Settings**.



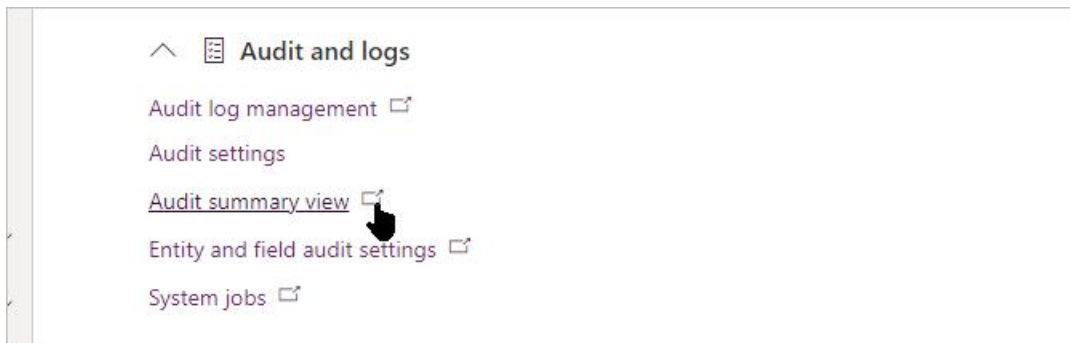
4. Expand **Audit and logs** and click **Audit settings**.



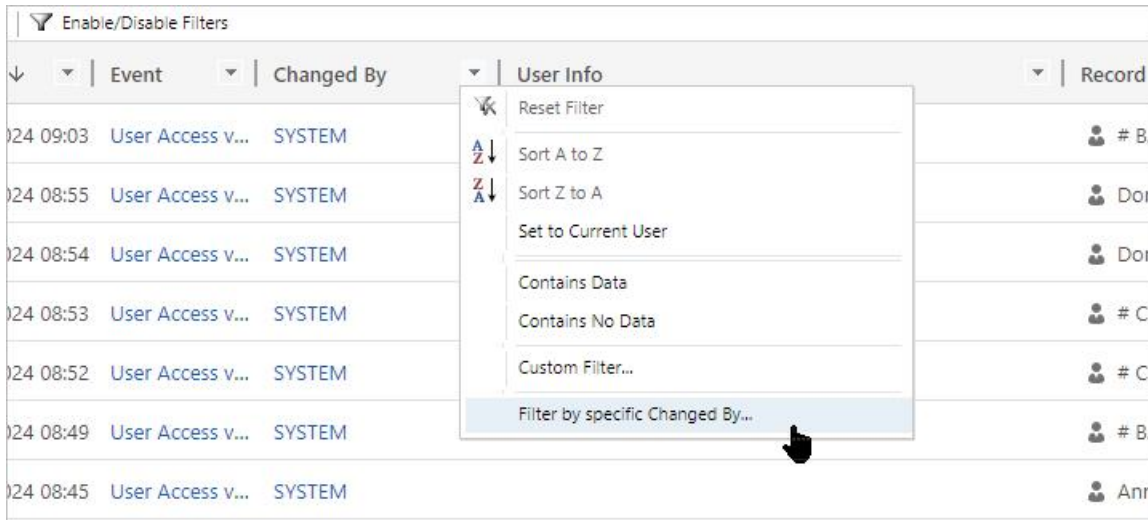
5. Select **Start Auditing** and **Log access**, and if presented with a retention period, select a retention period (we recommend 365 days).
6. Click **Save**.



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



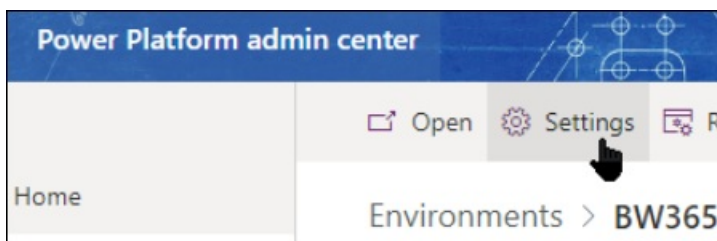
8. This brings you to a view that provides a global view of audit history. To focus on user access, click **Enable/Disable Filters** and select **Access** from the Operation column.
9. The view includes system items that you can temporarily filter out by clicking **Enable/Disable Filters** and then **Filter by specific Changed By**.



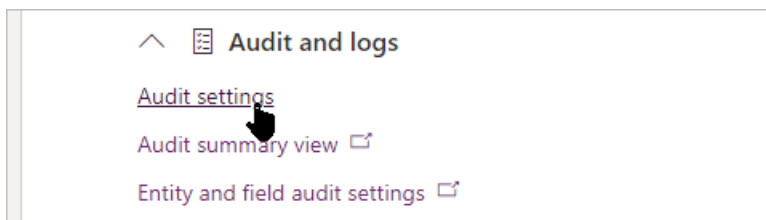
10. Select the **BrightWork Users** view, select all relevant users, and click **Add**.
11. You will then be presented with a view of all the activity carried out by licensed BrightWork 365 users. You can filter on the Operation column for greater granularity.

Method 2: Modern UI

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



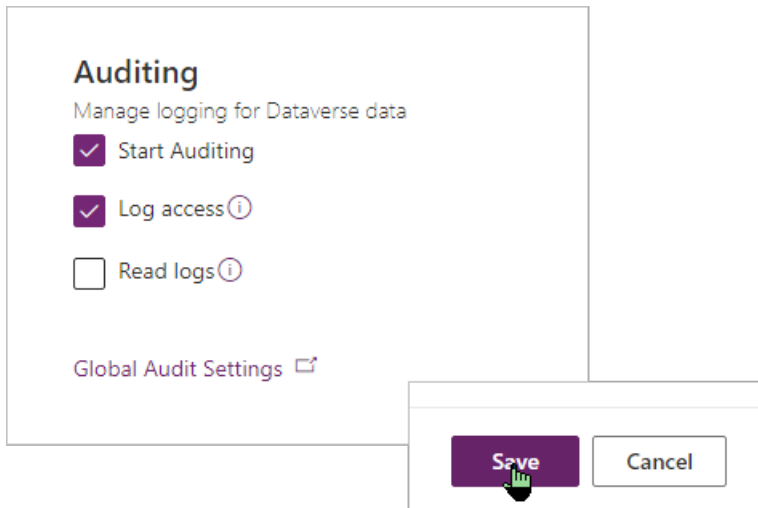
4. Expand **Audit and logs** and click **Audit settings**.



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**.



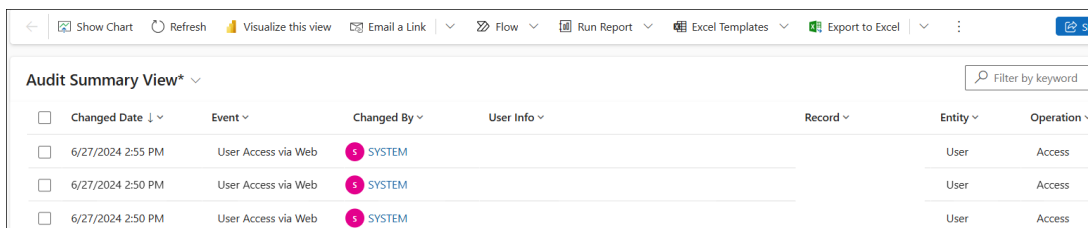
7. In the BrightWork 365 app main nav click **Projects**, and in the browser address bar select everything after **&etn=**



8. Type in **audit** to replace the selected text in the address bar and click Return on your keyboard.



9. The Audit Summary View will load with available audit information.



The screenshot shows the "Audit Summary View" in a web application. The table has columns for "Changed Date", "Event", "Changed By", "User Info", "Record", "Entity", and "Operation". There are three rows of data, all showing "User Access via Web" events performed by "SYSTEM" on "6/27/2024 2:50 PM".

Changed Date	Event	Changed By	User Info	Record	Entity	Operation
6/27/2024 2:55 PM	User Access via Web	SYSTEM			User	Access
6/27/2024 2:50 PM	User Access via Web	SYSTEM			User	Access
6/27/2024 2:50 PM	User Access via Web	SYSTEM			User	Access