

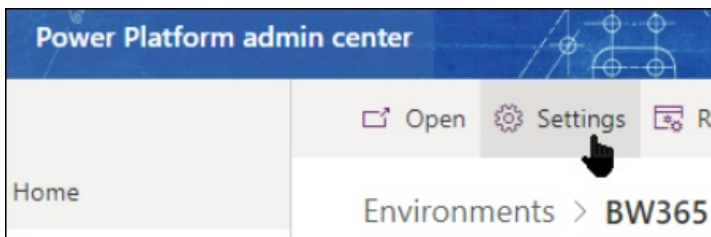
# User Activity Audit

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

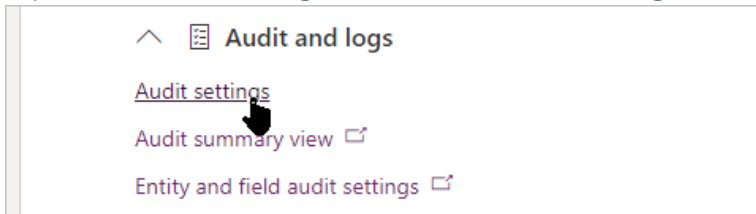
**Note** Access Auditing is forward tracking only.

## Method 1 - Classic UI

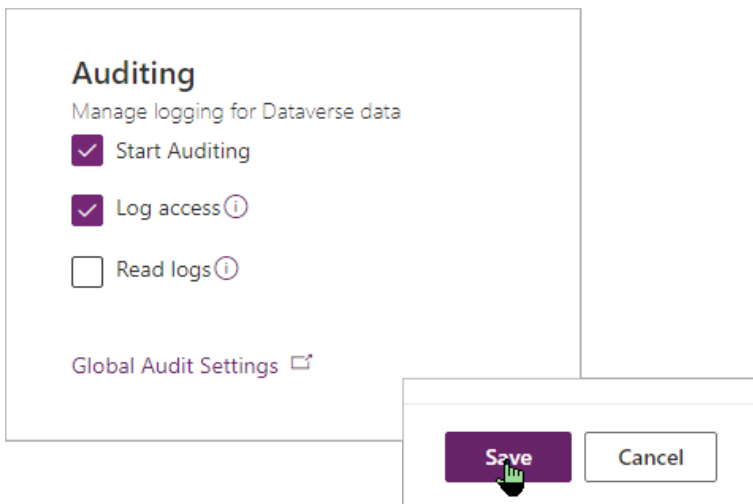
1. Navigate to <https://admin.powerplatform.microsoft.com/environments>.
2. Click the **BrightWork 365 Environment**.
3. Click **Settings**.



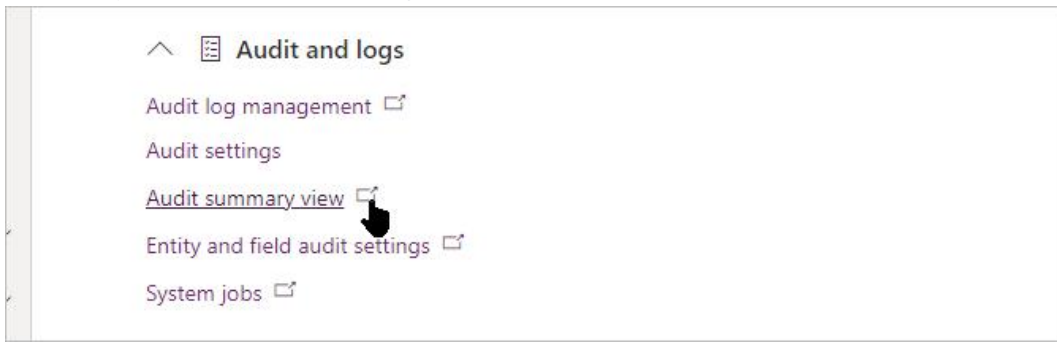
4. Expand **Audit and logs** and click **Audit settings**.



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**.



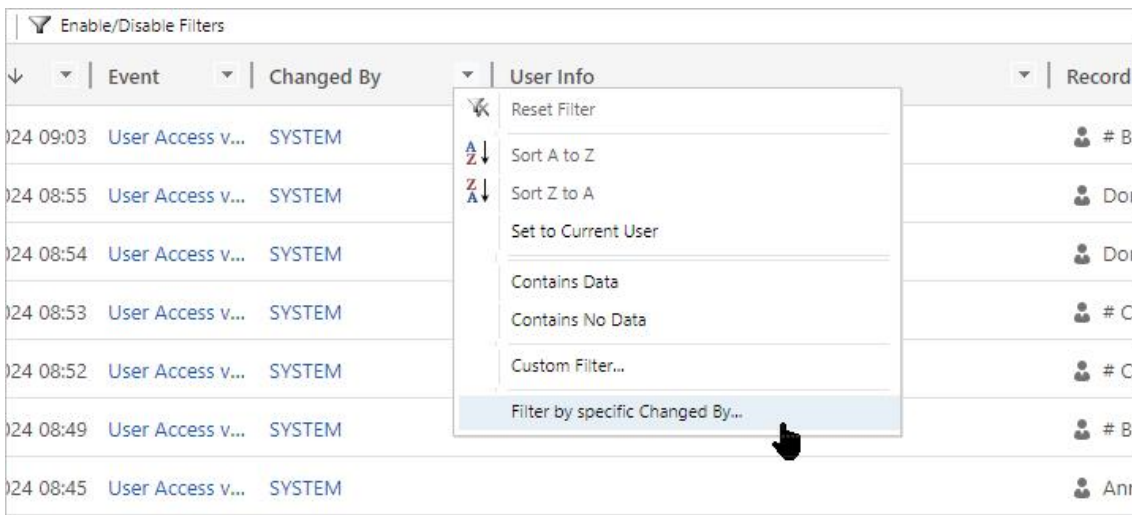
8. This brings you to a view that provides a global view of audit history. To focus on user access, click **Enable/Disable Filters** and select **Access** from the Operation column.

Audit Summary View

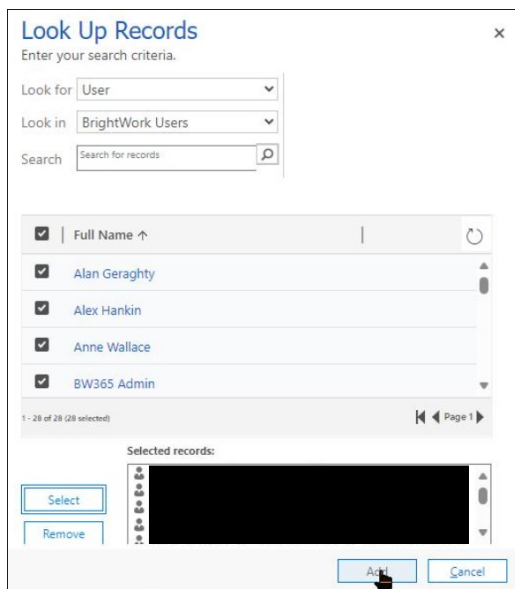
Delete Change History | Enable/Disable Filters

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

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



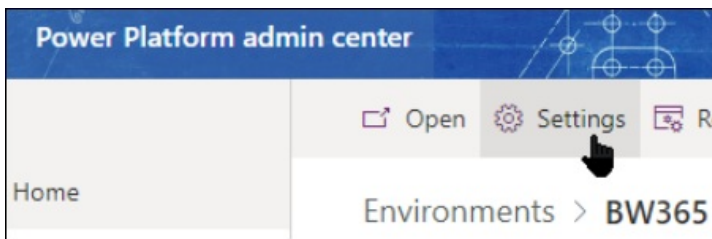
10. Select the **BrightWork Users** view, select all relevant users, and click **Add**.



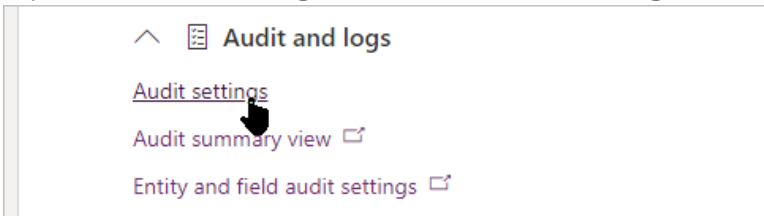
11. You will then be presented with a view of all the activity carried out by licensed BrightWork 365 users. You can filter on the Operation column for greater granularity.

## Method 2: Modern UI

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

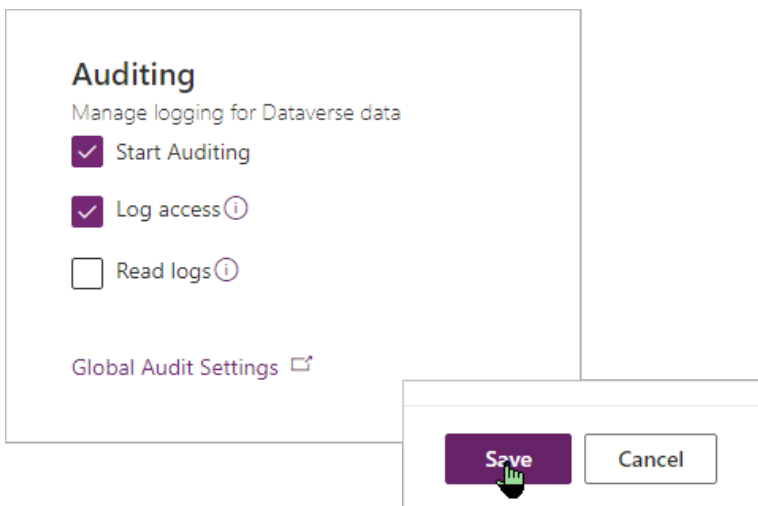


4. Expand **Audit and logs** and click **Audit settings**.



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

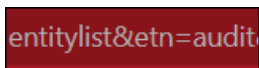
6. Click **Save**.



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.

← Show Chart Refresh Visualize this view Email a Link Flow Run Report Excel Templates Export to Excel Sha

Audit Summary View\* Filter by keyword

<input type="checkbox"/>	Changed Date ↓	Event	Changed By	User Info	Record	Entity	Operation
<input type="checkbox"/>	6/27/2024 2:55 PM	User Access via Web	SYSTEM			User	Access
<input type="checkbox"/>	6/27/2024 2:50 PM	User Access via Web	SYSTEM			User	Access
<input type="checkbox"/>	6/27/2024 2:50 PM	User Access via Web	SYSTEM			User	Access

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