



SUPER USER TOOLKIT: AUDIT REPORTS

Audit Report – User Activity

Super Users are expected to conduct routine user audits on a weekly basis to ensure their staff are using HIFIS responsibly. A custom report is available to enable Super Users to perform this function. This report is available under the Custom Reports tab on the Reports Manager.

This report allows you to audit a specific user and their actions. Using this report, you can see the following within a specified date range:

- Assigned Rights Template(s)
- Service Provider access
- Activities and time
- Accessed module(s) and frequency
- Clients accessed and frequency
- User's activities over time

ABC Housing History Completeness 1

Super Users are encouraged to monitor the completeness of Housing History data for clients who accessed their Service Provider(s). This report is available under the Custom Reports tab on the Reports Manager.

This report allows you to see the percentage of clients with missing and conflicting housing history data.