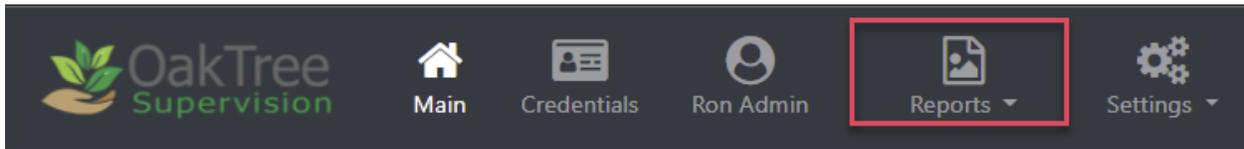


# Change Logs Report

Change Logs report provides a list of actions taken by your users while using OakTree Supervision. This log can only be viewed by users with Super Admin level access.

## Viewing the Change Logs

**Step 1** – Look for the Reports Icon on the OakTree Supervision Ribbon



**Step 2** – Click the dropdown arrow to see all available reports. Depending on your level of access you may or may not see all the reports.

*Here is guide showing the access level needed to see reports*

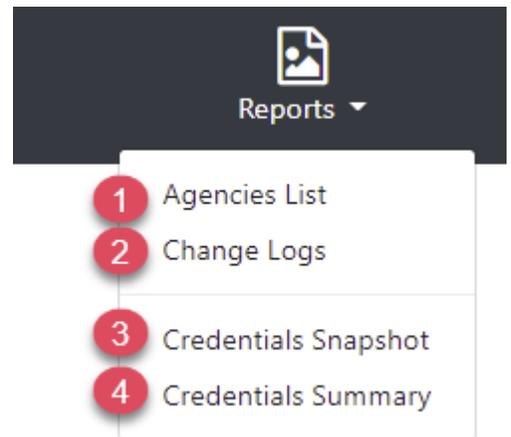
**Super Admin 1, 2, 3, 4**

**Supervisor All Records 3 and 4**

**Supervisor All Records In Agency 3 and 4**

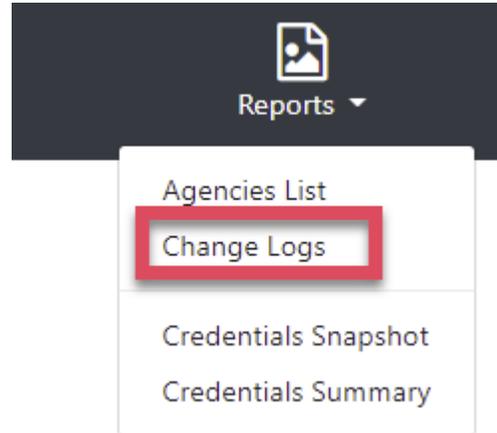
**Supervisor Supervisee Records 3 and 4**

**Supervisee 3 and 4**



# Change Logs Report

**Step 3** – Select the Change Logs to see a similar display on your screen.



The screenshot shows the 'Change Logs' report page for Orion Behavioral Health Services. The page includes a header with the organization's name and address, a title 'Change Logs', and a 'Date Printed' of 1/19/2022. A table lists log entries with columns for Date Logged, Action Logged, User, and Job Title. On the right side, there are date filters for 'From Date' (6/1/2021) and 'To Date' (1/19/2022). A red dashed arrow points from the 'To Date' filter down to a 'Preview' button at the bottom right. A red box with the text 'Click to preview of date filter change' has an arrow pointing to the 'Preview' button. Another red box with the text 'Change date filters to narrow down your search' has arrows pointing to the 'From Date' and 'To Date' filters. A blue banner across the middle of the page reads: 'For additional questions, contact AccuCare Support at 800-324-7966 or email support@accucare.com'. The page footer shows 'Page 1 of 1' and 'Total Entries: 27'.

Date Logged	Action Logged	User	Job Title
12/2/2021 9:08:17 PM	User Kerry Kerr was edited by Ron Admin	ron@hotmail.com	1_Super Admin
12/2/2021 9:08:08 PM	User Leslie Jackson was edited by Ron Admin	ron@hotmail.com	1_Super Admin
12/2/2021 9:07:54 PM	User Alan James was edited by Ron Admin	ron@hotmail.com	1_Super Admin
12/2/2021 9:07:43 PM	User Jane Hope was edited by Ron Admin	ron@hotmail.com	1_Super Admin
12/2/2021 9:07:27 PM	User Albert Indo was edited by Ron Admin	ron@hotmail.com	1_Super Admin
12/2/2021 9:07:04 PM	User Sam Gates was edited by Ron Admin	ron@hotmail.com	1_Super Admin
12/2/2021 9:06:51 PM	User MaryAnn Edwards was edited by Ron Admin	ron@hotmail.com	1_Super Admin
9/29/2021 9:23:10 PM	Assigned Credential of type Core Peer in Training assigned to Alan James was deleted by Ron Admin	ron@hotmail.com	1_Super Admin
9/29/2021 9:20:27 PM	Assigned Credential of type Core Peer in Training assigned to Jane Hope was deleted by Ron Admin	ron@hotmail.com	1_Super Admin
9/29/2021 9:19:38 PM	Assigned Credential of type Core Peer in Training assigned to Alan James was deleted by Ron Admin	ron@hotmail.com	1_Super Admin
9/20/2021 7:21:10 PM	Assigned Credential of type Core Peer in Training assigned to Jane Hope was deleted by Ron Admin	ron@hotmail.com	1_Super Admin

**Total Entries:** 27

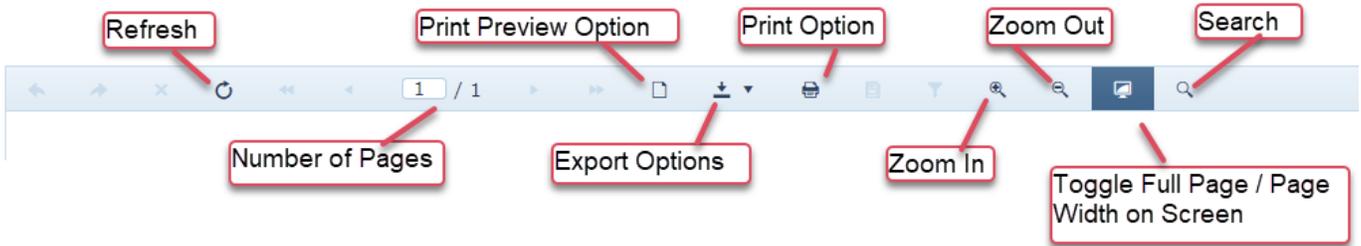
Page 1 of 1

Click to preview of date filter change

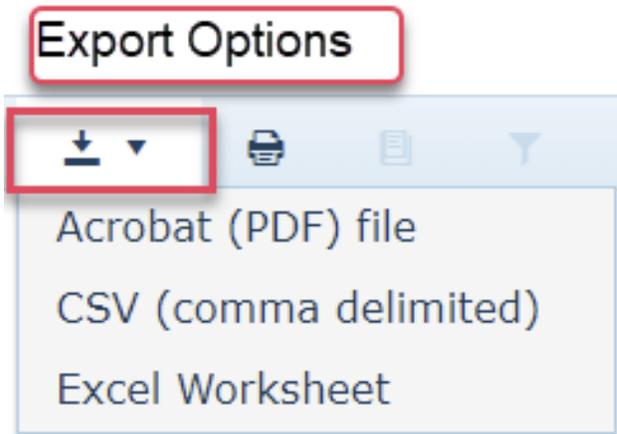
Preview

# Change Logs Report

## Explanation of controls found above the on-screen report



## List of export options available this report



For additional questions, contact AccuCare Support at 800-324-7966 or email [support@orionhealthcare.com](mailto:support@orionhealthcare.com) and we will be happy to assist you!