

# Search User Activity

Last Modified on 11/16/2021 5:26 pm EST

The **Search User Activity** report provides you insight into the activities of each User in your database.

1. Go to the **Reports** (menu) > **Find Reports** > enter *User Activity* in the Keyword Search > **Search User Activity**.
2. Use the Search Criteria page to select **dates**, specific **users**, an **event\***, and/or a **description**.
3. Click **Submit**.

\*An event is the label given to an activity performed by a user. For example, when a user drops a student from a class, Jackrabbit labels that action with an event name "JT\_DropStudent".



**Search Tips:** Enter Date from - through ONLY to search for all users for a range of dates; Use a keyword to search with the Event criteria, for example, "drop" or "delete"; Use the links in the activity to get information on the Family, Student, or Class involved in the action.

## User Activity Report

← RETURN

View 1 - 50 of 224    Page 1 of 5    50    + Show All    Print    Export    Refresh    Show/Hide Columns

Org ID	Org Name	User ID	DateTime	Event	Description	Pg Key1	Pg Key2	Family	Student	Class
529870	Ed's Recreational Center	HBarnhardt	9/23/2020 10:45:58 AM	JT_DeleteEve				<a href="#">15602825</a>	<a href="#">18301596</a>	
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**Details**

Family Name: Washington  
Family Status: Active  
Student Name: Dani Washington  
Class Name (Session):  
Trans Type:

Ok