Review User Activity

How to Review User Activity in Muhasib ERP

Overview

This guide will help you filter and interpret Muhasib user activity for an authorized audit or support investigation.

The report provides supporting audit evidence. Any deletion can weaken record history and requires separate clear approval.

Who can do this

You need access to User Activity Report. Removing activity also requires Delete User Activity Report and explicit audit-record removal approval.

Before you start

Define the user, company, time range, action, and business question. Follow privacy, employment, audit-retention, and legal policy.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Essentials Setup → User Activity Report.

Review User Activity

Step 1: Open the report

Step 2: Select the narrowest approved company/user/date/action filters available

Step 3: Run the report

Step 4: Compare timestamps and descriptions with the underlying record or support

Compare timestamps and descriptions with the related record or support event.

Step 5: Export/print only when authorized and store output securely

Step 6: Do not delete activity during ordinary review

Check your work

Cross-check an approved test action against its activity row, business record, timestamp, user, and company.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Check time zone/date filters and user/company scope.
- Do not treat mutable descriptive logs as the sole financial audit source.

Related guides

- Audit a User's Effective Access
- Configure Diagnostic Logging Safely
- Request Muhasib Support

What to do next

> **Audit a User's Effective Access**.

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