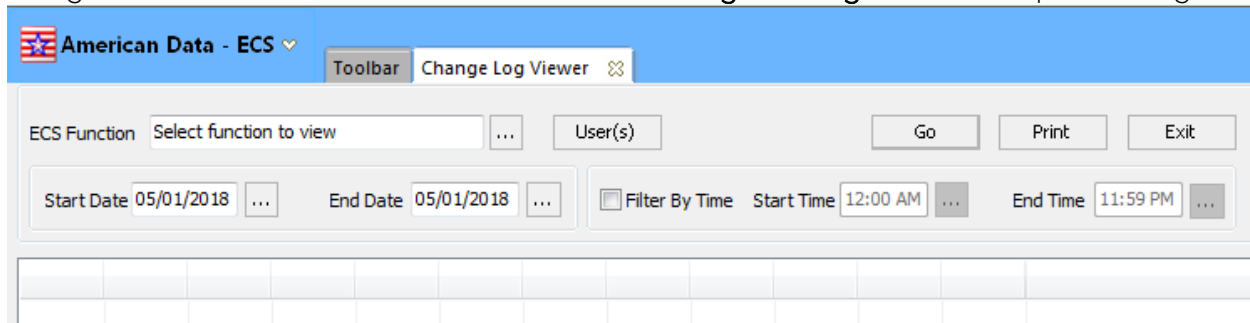# Change Viewer Log

Navigate to **American Data – ECS** > **Maintenance** > **Log** > **Change Viewer** to open this log.

Navigating the Change Viewer

ECS Function

Use the picklist box to the right of ECS Function to select the item interested in viewing. The options available are listed and described below.

- **Accounts Payable –** displays any changes made to the accounts payable module.
- **Accounts Payable Aging** – displays any changes made to the accounts payable aging tasks.
- **Accounts Receivable Aging** – displays any changes made to the accounts receivable aging tasks.
- **Calculate Financial** – displays any changes made to the calculating tasks.
- **Calendar** – displays any changes made to calendar tasks.
- **Client Demographics** – displays any changes made on the demographics screen of the resident. This includes changes to resident's name, date of birth, MBI number, Medicaid number, etc.
- **Clinical Calculations –** displays any changes made within the clinical calculation tasks.
- **Documentation Task** – displays any changes made within write tasks.
- **Electronic Claim File Setup** – displays any changes made within the electronic claim files.
- **Electronic Co-Sign** – displays any changes made within electronic co-sign tasks.
- **Electronic Sign** – displays any changes made within the electronic sign tasks.
- **Financial Calculations** – displays any changes made within the financial calculation tasks.
- **Financial Forms** – displays any changes made within the financial form setups.
- **Formulas** – displays any changes within the formula setups.
- **General Ledger -> Lock Periods –** displays the username, date/time that a month or year was locked or opened.

- **Licensing Information** – displays if the organization name or serial number are adjusted in American Data-ECS>Setup>Settings>Site.
- **Lockout Users –** displays when a user has enabled or disabled the feature found at American Data-ECS>Setup>Security>Lockout Users. This feature (when enabled) does not allow any users to login to ECS. This feature is useful when updates are being completed.
- **MDS 3 Assessments –** displays when a user has started a new assessment, changed an existing one, and deleted or restored a deleted/incomplete assessment.
- **MDS 3 Setups –** displays any setup changes made in American Data-ECS>Setup>MDS 3.0>Questions.
- **Receipts/Adjustments** – displays setup changes made in any of the receipt tasks.
- **Report Maker –** displays any setup changes made in American Data-ECS>Setup>Report>Report Maker.
- **Setup Interfaces** – displays any changes made in American Data-ECS>Setup>Interface.
- **Setup Topic/Words –** displays any changes made to topics or words.
- **Site Settings** – displays any changes made in American Data-ECS > Setup > Settings > Site.
- **System Settings –** displays any changes made in American Data-ECS > Setup > Settings > System.
- **Tasks/Reports** – displays any setups made in American Data-ECS > Setup > Security > Tasks/Reports.
- **User Group Properties –** displays any changes made in American Data-ECS > Setup > Security > User Group.
- **User Properties** – displays any changes made in American Data-ECS > Setup > Security > User.
- **View Login** – displays successful or unsuccessful login/log out attempts made by user.
- **View Task** – displays any changes made to View Task setups.

User(s)

Selecting specific user(s) is optional. If looking to view changes made by a specific user(s) simply select User(s) to add them in.

Start/End Date

Select start and end dates by clicking the picklist boxes to the right of each option. They will both always default to today.

Filter by Time & Start/End Time

Place a checkmark here to activate the start and end time options. Once checked, select the start and end times by clicking the picklist boxes to the right of each of these options. Use this when the search should only be for a specific time frame.

Go

Once all options have been selected, click **Go** to display the results.

Sorting

Each column may be sorted simply by clicking onto the column heading.
For example, if wanting to view the options below based on user name, simply click onto the
User Name column. By default, they will sort as shown below (chronological order).

ECS Function	View Login	...	User(s)		Go	Print	Exit

Start Date	05/02/2018	...	End Date	05/02/2018	...	☐ Filter By Time	Start Time	12:00 AM	...	End Time	11:59 PM	...

User Name	Date	Time	Change Made	Possible user ID	Login Name	Responsibility	Responsibility Description
Jeri J Esser	05/02/2018	07:30:28	Time in	199	JERI		
Bridget D Skare	05/02/2018	08:32:25	Login attempted	350064	BSKARE		
Bridget D Skare	05/02/2018	08:32:25	Time in	350064	BSKARE		
Karen M Suhr	05/02/2018	08:41:42	Login attempted	350049	KARENSUHR		
Karen M Suhr	05/02/2018	08:41:42	Time in	350049	KARENSUHR		
Paula R Aschmann	05/02/2018	08:43:12	Login attempted	350077	PAULA		
Paula R Aschmann	05/02/2018	08:43:12	Time in	350077	PAULA		
Rebecca M Juedes	05/02/2018	08:44:07	Login attempted	350044	REBECCA		
Rebecca M Juedes	05/02/2018	08:44:07	Time in	350044	REBECCA		
Jennifer E Knull	05/02/2018	08:46:36	Login attempted	350047	JENNIFER		
Jennifer E Knull	05/02/2018	08:46:36	Time in	350047	JENNIFER		
Rebecca M Juedes	05/02/2018	12:05:56	Time out	350044	REBECCA		

User Group Rights

To giver a user group access to the Change Viewer, start by navigating to **American Data-ECS** > **Setup** > **Security** > **User Group**. In here, double click on a user group to access the properties screen. In the rights tree, find the **Maintenance** word and click the arrow to the left of it to maximize all options. Maximize the **Log** option. Click into the checkbox to the left of **Change Viewer** until a green checkmark displays. Click **OK** to save changes.