View the Access Log Report

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Access Log report

About

The Access Log shows which pages each user opened in NextStep and which client was selected when the page opened. Use it to answer questions such as who opened a client's chart on a given day.

Note: The names, clients, and dates in the screenshots are test data from the NextStep demo site.

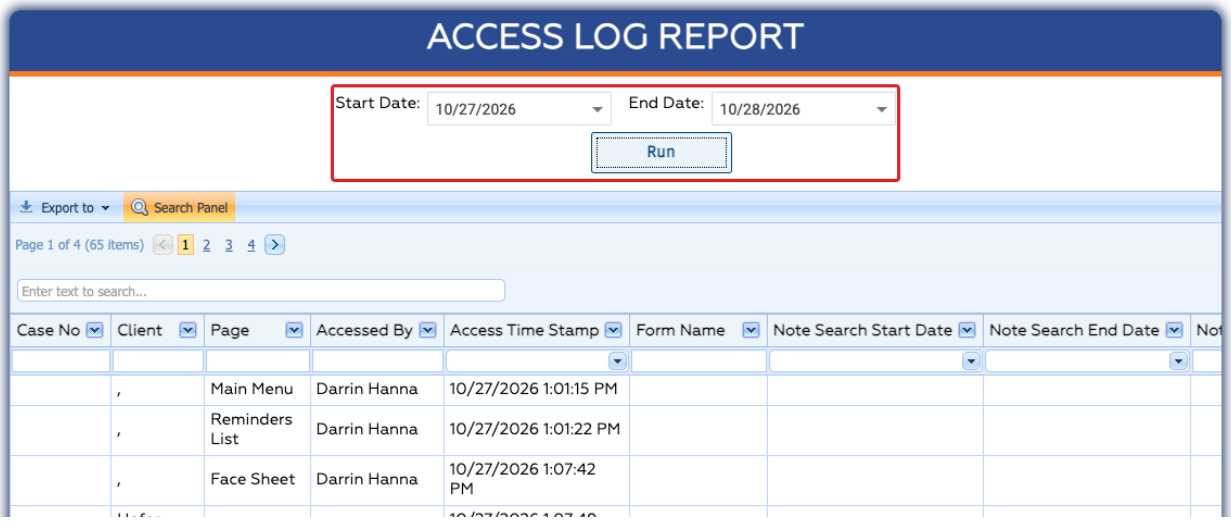
Find the Report

1. From the **Main Menu**, under **Reports**, select **Administrative Reports**.
2. Scroll down to the **Administration** section at the bottom of the page.
3. Select **Access Log**.

Note: Reports appear based on user permissions. If you do not see this report, ask your NextStep system administrator to review your access. For more information, see User Permissions.

Run the Report

1. Open **Access Log**.
2. Enter a **Start Date** and an **End Date**. When the report opens, it is set to show today.
3. Select **Run**.



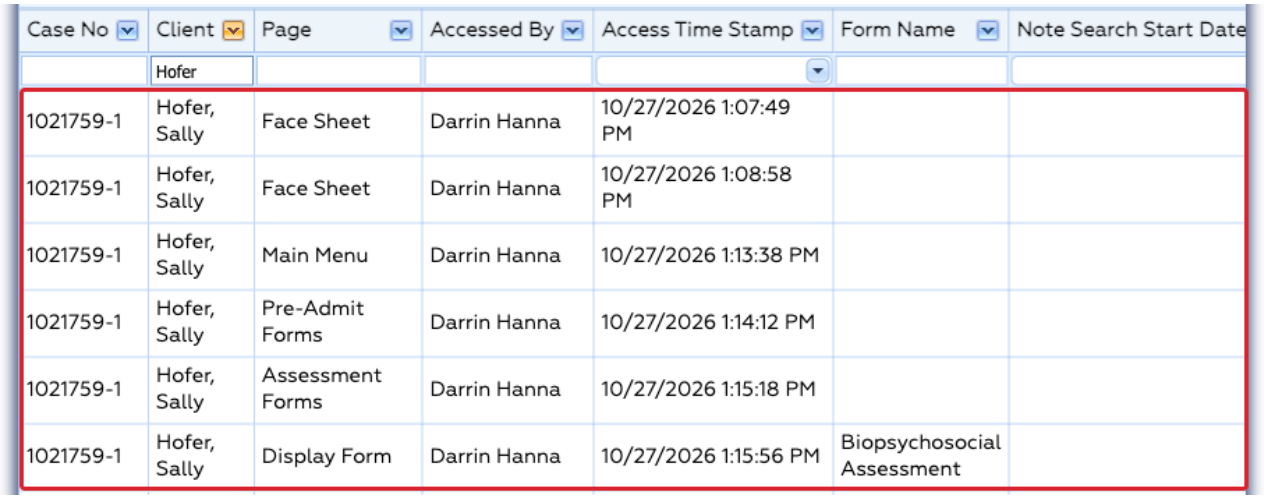
Note: The report includes the Start Date but stops just before the End Date. To see one day of activity, set the End Date to the next day. For example, enter a Start Date of 10/27/2026 and an End Date of 10/28/2026 to see everything that happened on 10/27/2026.

Read the Results

Each row is one page opened by one user. Times are shown in your own time zone.

Column	What it shows
Case No	The client's ID and visit number, such as 1021759-1. This is blank when no client was selected.
Client	The client's name. Pages that are not tied to a client, such as the Main Menu, show a comma only.
Page	The page the user opened, such as Main Menu, Face Sheet, Assessment Forms, or Treatment Plan Wizard.
Accessed By	The name of the user who opened the page.
Access Time Stamp	The date and time the page was opened, in your time zone.
Form Name	For form pages, the name of the form that was opened, such as Biopsychosocial Assessment.
Note Search Start Date and **Note Search End Date**	For Note Search, the date range the user searched.
Note Search Parameters	For Note Search, the user, client, and options the user selected for the search.
Note Search Chart Types	For Note Search, the note types the user searched.

In this example, a user opened the Face Sheet for a client, went to the Main Menu and Pre-Admit Forms, moved to Assessment Forms, and then opened the Biopsychosocial Assessment form. Each of these steps appears as its own row, in the order it happened.



Case No	Client	Page	Accessed By	Access Time Stamp	Form Name	Note Search Start Date
	Hofer					
1021759-1	Hofer, Sally	Face Sheet	Darrin Hanna	10/27/2026 1:07:49 PM		
1021759-1	Hofer, Sally	Face Sheet	Darrin Hanna	10/27/2026 1:08:58 PM		
1021759-1	Hofer, Sally	Main Menu	Darrin Hanna	10/27/2026 1:13:38 PM		
1021759-1	Hofer, Sally	Pre-Admit Forms	Darrin Hanna	10/27/2026 1:14:12 PM		
1021759-1	Hofer, Sally	Assessment Forms	Darrin Hanna	10/27/2026 1:15:18 PM		
1021759-1	Hofer, Sally	Display Form	Darrin Hanna	10/27/2026 1:15:56 PM	Biopsychosocial Assessment	

Note: The log records which pages were opened. It does not show what was changed on a page.

Narrow the Results

A busy agency can generate many rows. Use these tools to find what you need.

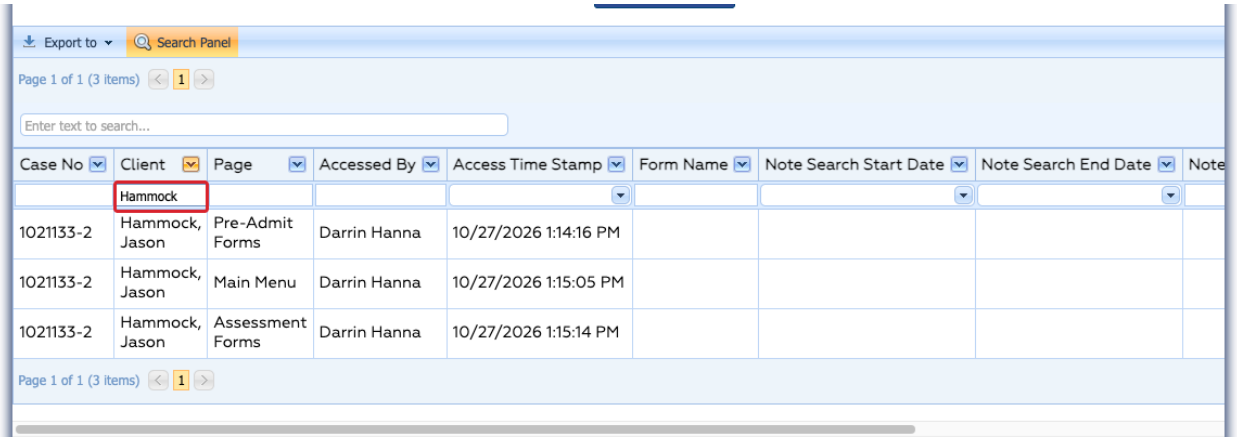
- **Filter row.** Type in the box below any column heading and press **Enter**. The grid keeps only the rows that match.
- **Heading filter.** Select the arrow next to a heading, such as **Accessed By** or **Page**, to pick from a list of values.
- **Search Panel.** Type in the **Enter text to search** box to look for text across all columns.
- **Page size.** Choose 10, 20, or 50 rows per page using the **Page size** setting at the top or bottom of the grid.

To clear a filter, delete the text in the filter box and press **Enter**.

Example: Who Opened a Client's Chart?

Your compliance officer asks who viewed a particular client's information on October 27.

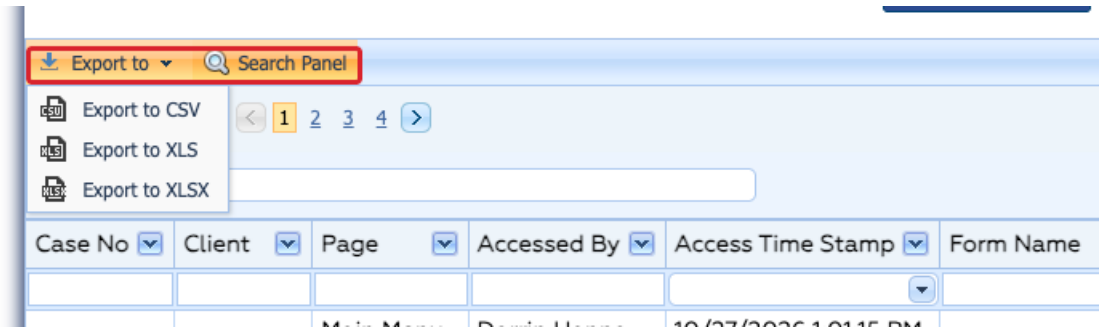
1. Enter a **Start Date** of 10/27/2026 and an **End Date** of 10/28/2026, and select **Run**.
2. Type the client's last name, such as **Hammock**, in the filter box under **Client** and press **Enter**.
3. Review the **Accessed By**, **Page**, and **Access Time Stamp** columns.



The result shows that Darrin Hanna opened Pre-Admit Forms, the Main Menu, and Assessment Forms with Jason Hammock selected between 1:14 PM and 1:15 PM.

Export the Results

Select **Export to** above the grid and choose **Export to CSV**, **Export to XLS**, or **Export to XLSX**. The file is named AccessLog.



Related Reports

To see failed sign-in attempts, see **Review the Invalid Login Attempts Report**