Who Unlocked That Visit?

Use the Assessment Audit report to review who created, updated, locked, or unlocked a visit and when the action occurred.

Run the Report

Go to **Reports > Assessment > 30.01 Assessment Audit**, and then complete the fields needed for your search:

- **Log Date After / Before:** Enter the date range when the visit may have been created, changed, locked, or unlocked.
- **Chart#:** Enter the six-digit patient chart number. Separate multiple chart numbers with commas, or leave the field blank to include all patients.
  - It's recommended to run one chart at time to avoid system time outs.
- **Employee#:** Enter the four-digit employee number of the person who may have completed the action. *Leave the field blank to include all employees and office staff.*
- **Notenum (Advanced):** Enter the system-generated ID assigned to the visit. This is helpful when searching a wide date range for one specific visit. The Notenum appears on the report and may also be provided by Barnestorm Support.
- **Action:** Select an action, such as created, completed, locked, or unlocked. Leave the field blank to include all actions.
- **CurrentStatus:** Select a current visit status, such as

incomplete, unlocked, locked, or locked+charges. Leave the field blank to include all statuses.

Note: CurrentStatus shows the visit's status when the report is run. It does not show a previous status.

Read the Report

Use the following columns to review the visit history:

- **LogID:** The identification number assigned to the audit entry.
- **LogTime:** The date and time the action was completed.
- **Action:** The action completed on the visit. For example, **Created** indicates the visit was started, while **Saved** indicates information was entered or updated. **Locked&Charged** is done by an office staff.
- **ActionBy:** The employee number of the user who was logged into Barnestorm and completed the action.
- **Employee:** The name of the visiting staff.
- **VxDate:** The date of the visit.
- **LogMachine:** The computer name used to complete the action.
- **Chartnum:** The chart number connected to the visit.
- **PatName:** The patient connected to the visit.
- **Current Status:** The visit's status when the report was run.