

Daily Status Log



Course Overview

Use the Daily Status Log to view actions and tasks performed by users in CorrecTek Spark.

This guide explains how to access and review the Daily Status Log.

Use This Guide When

- Accessing the Daily Status Log
- Viewing user activity
- Reviewing system actions

What You'll Be Able to Do

- Open the Daily Status Log
- Select a date range
- Filter on a user
- Specify what log entries to view
- View log entries

Daily Status Log



Topics Covered

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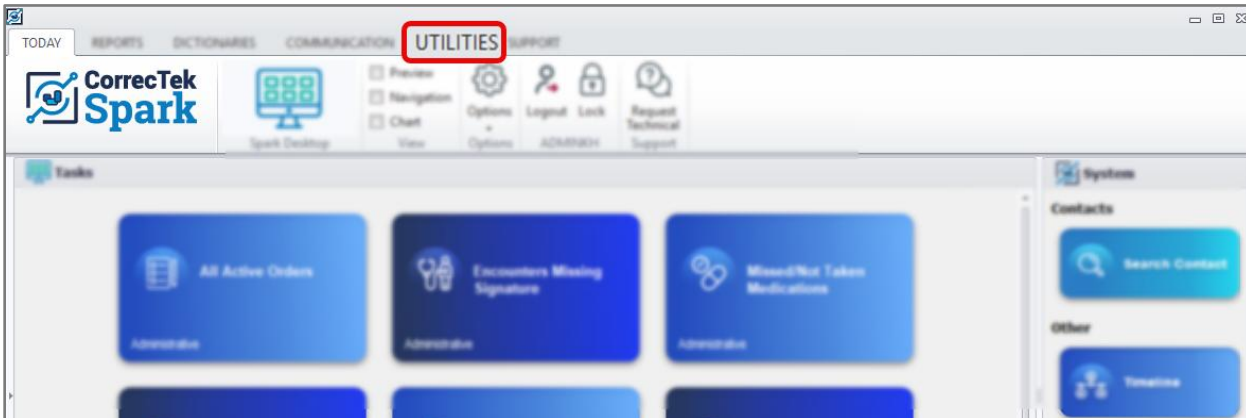
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Daily Status Log

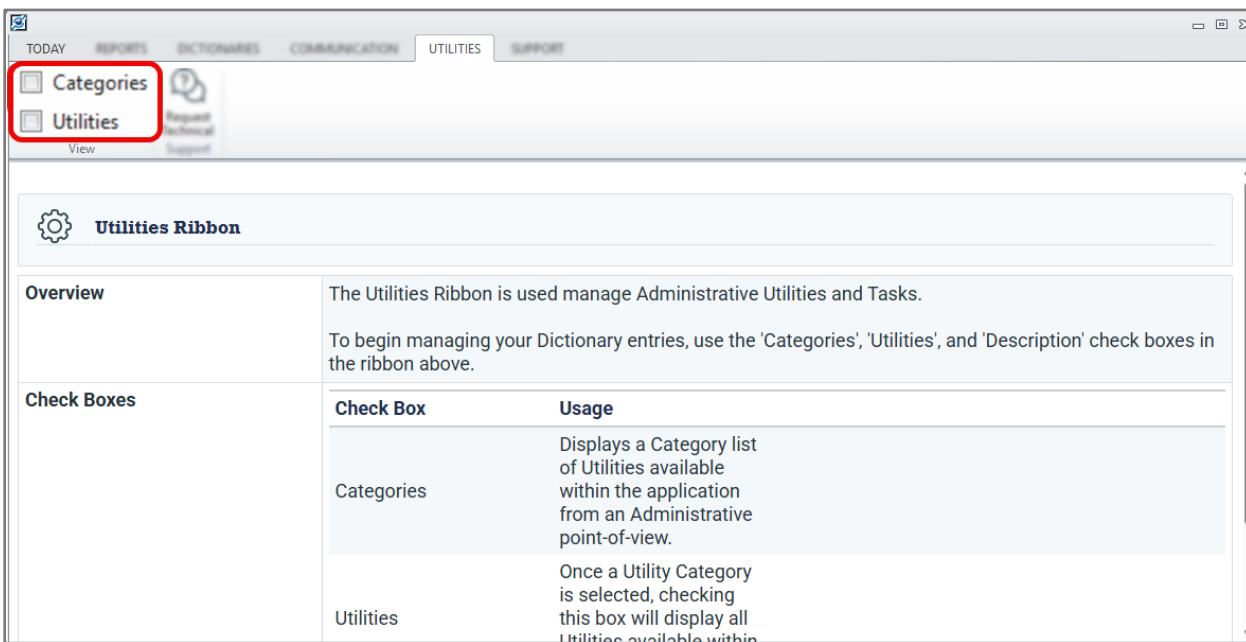
Spark Desktop

From the Spark Desktop, click **REPORTS**.



Utilities

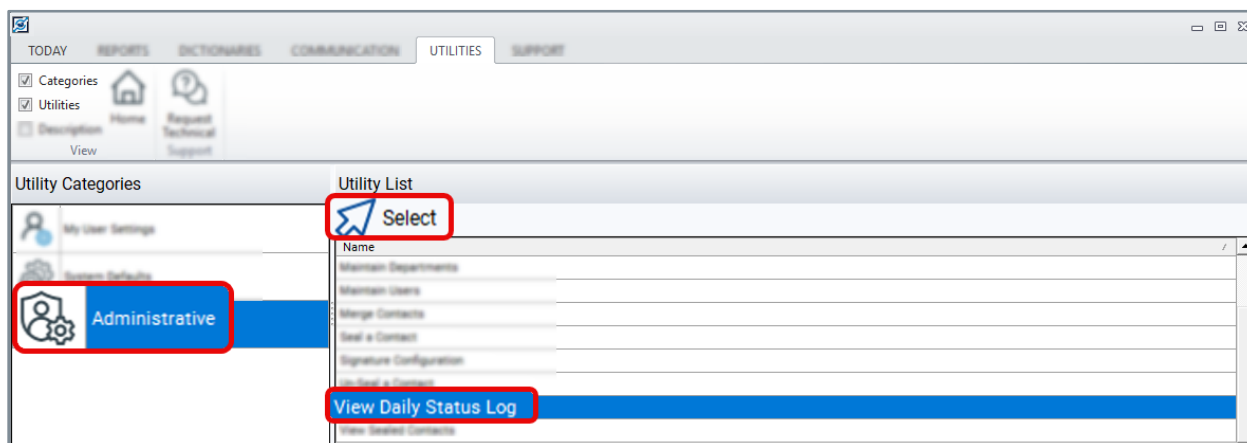
Select **Categories** and **Utilities** from the sub-menu.



Daily Status Log

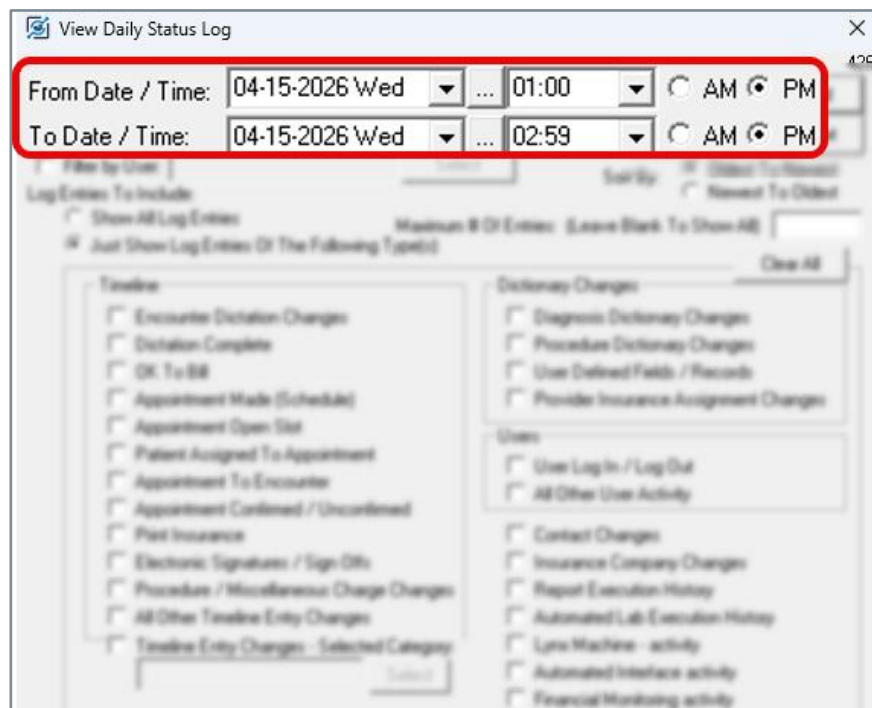
Select **Administrative**, then **View Daily Status Log**.

Click **Select** to launch the query workspace.



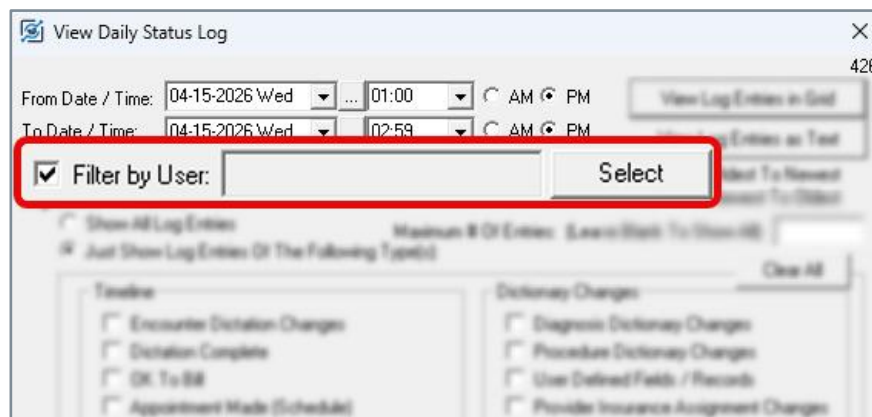
View Daily Status Log

Select the From and To dates and times using the built-in drop-down menus.



Daily Status Log

Click **Filter by User** (Optional): If you need to audit a specific staff member, click Filter by User, then click **Select** and choose their name from the facility roster.



View Daily Status Log

From Date / Time: 04-15-2026 Wed 01:00 AM PM

To Date / Time: 04-15-2026 Wed 02:59 AM PM

☒ Filter by User: [Text Box] Select

☐ Show All Log Entries

☒ Just Show Log Entries Of The Following Type(s)

Timeline

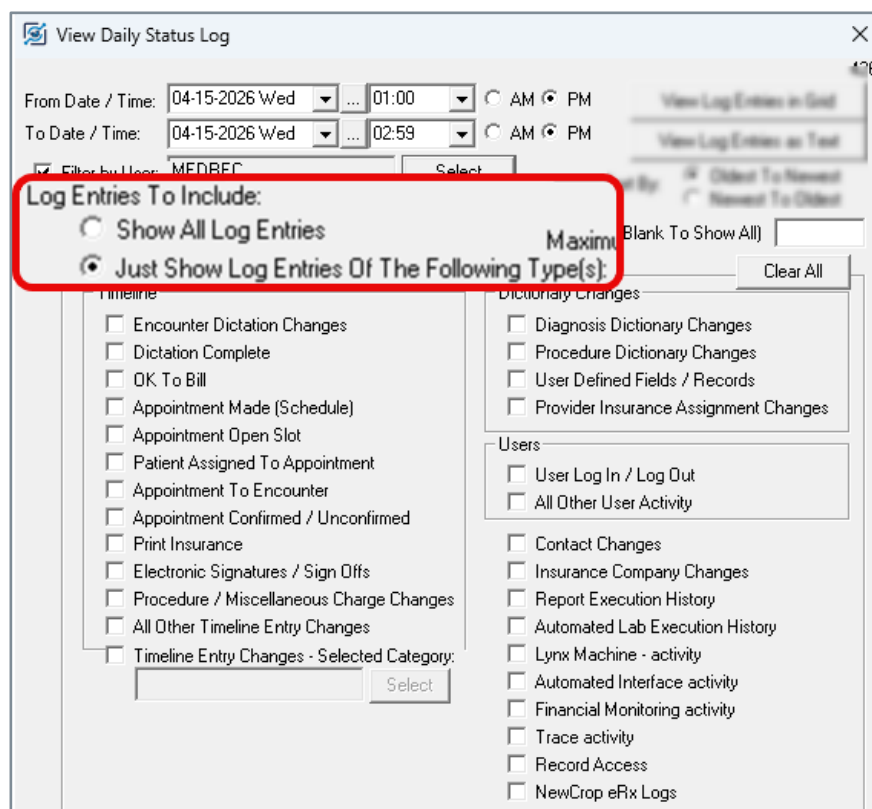
- ☐ Encounter Dictation Changes
- ☐ Dictation Complete
- ☐ OK To Bill
- ☐ Appointment Made (Schedule)

Dictionary Changes

- ☐ Diagnosis Dictionary Changes
- ☐ Procedure Dictionary Changes
- ☐ User Defined Fields / Records
- ☐ Provider Insurance Assignment Changes

Select the specific log entries you want to include in the query:

- **Show All** – Displays every logged system action within the chosen timeframe.
- **Just Show Log Entries of the Following Types** – Select which log entries to view.



View Daily Status Log

From Date / Time: 04-15-2026 Wed 01:00 AM PM

To Date / Time: 04-15-2026 Wed 02:59 AM PM

☒ Filter by User: MEDREC Select

Log Entries To Include:

☐ Show All Log Entries

☒ Just Show Log Entries Of The Following Type(s)

Timeline

- ☐ Encounter Dictation Changes
- ☐ Dictation Complete
- ☐ OK To Bill
- ☐ Appointment Made (Schedule)
- ☐ Appointment Open Slot
- ☐ Patient Assigned To Appointment
- ☐ Appointment To Encounter
- ☐ Appointment Confirmed / Unconfirmed
- ☐ Print Insurance
- ☐ Electronic Signatures / Sign Offs
- ☐ Procedure / Miscellaneous Charge Changes
- ☐ All Other Timeline Entry Changes
- ☐ Timeline Entry Changes - Selected Category: [Text Box] Select

Dictionary Changes

- ☐ Diagnosis Dictionary Changes
- ☐ Procedure Dictionary Changes
- ☐ User Defined Fields / Records
- ☐ Provider Insurance Assignment Changes

Users

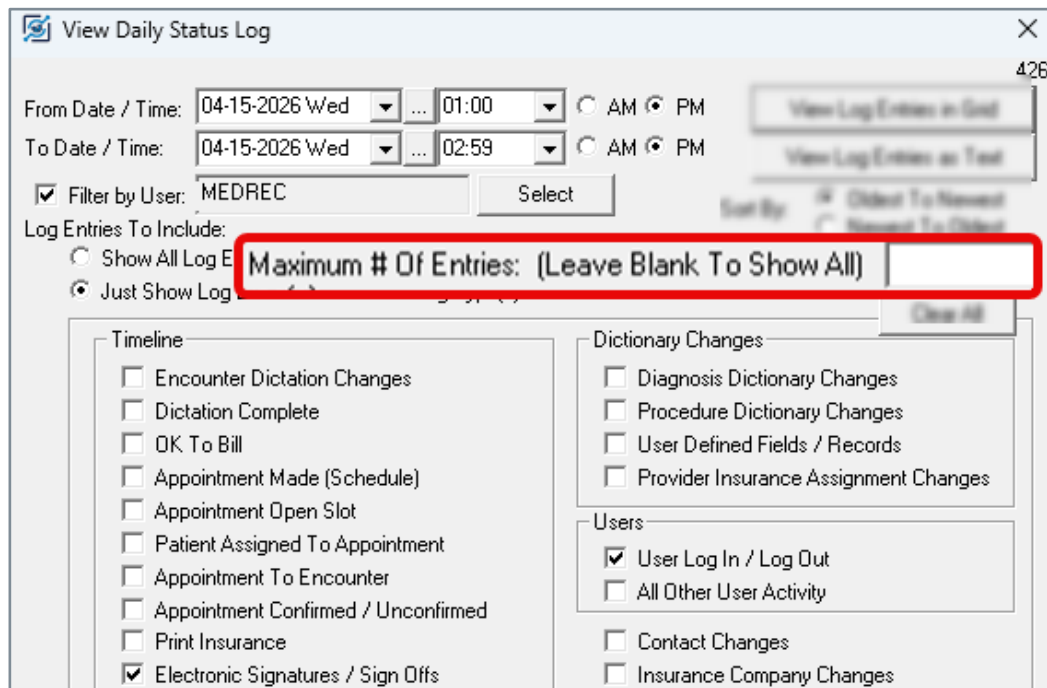
- ☐ User Log In / Log Out
- ☐ All Other User Activity

Contact Changes

- ☐ Insurance Company Changes
- ☐ Report Execution History
- ☐ Automated Lab Execution History
- ☐ Lynx Machine - activity
- ☐ Automated Interface activity
- ☐ Financial Monitoring activity
- ☐ Trace activity
- ☐ Record Access
- ☐ NewCrop eRx Logs

Daily Status Log

Set the maximum number of entries to display.



View Daily Status Log

From Date / Time: 04-15-2026 Wed 01:00 AM PM
To Date / Time: 04-15-2026 Wed 02:59 AM PM

Filter by User: MEDREC Select

Log Entries To Include:
☐ Show All Log Entries
☒ Just Show Log Entries Of The Following Type(s):

Maximum # Of Entries: (Leave Blank To Show All)

Timeline

- ☐ Encounter Dictation Changes
- ☐ Dictation Complete
- ☐ OK To Bill
- ☐ Appointment Made (Schedule)
- ☐ Appointment Open Slot
- ☐ Patient Assigned To Appointment
- ☐ Appointment To Encounter
- ☐ Appointment Confirmed / Unconfirmed
- ☐ Print Insurance
- ☒ Electronic Signatures / Sign Offs

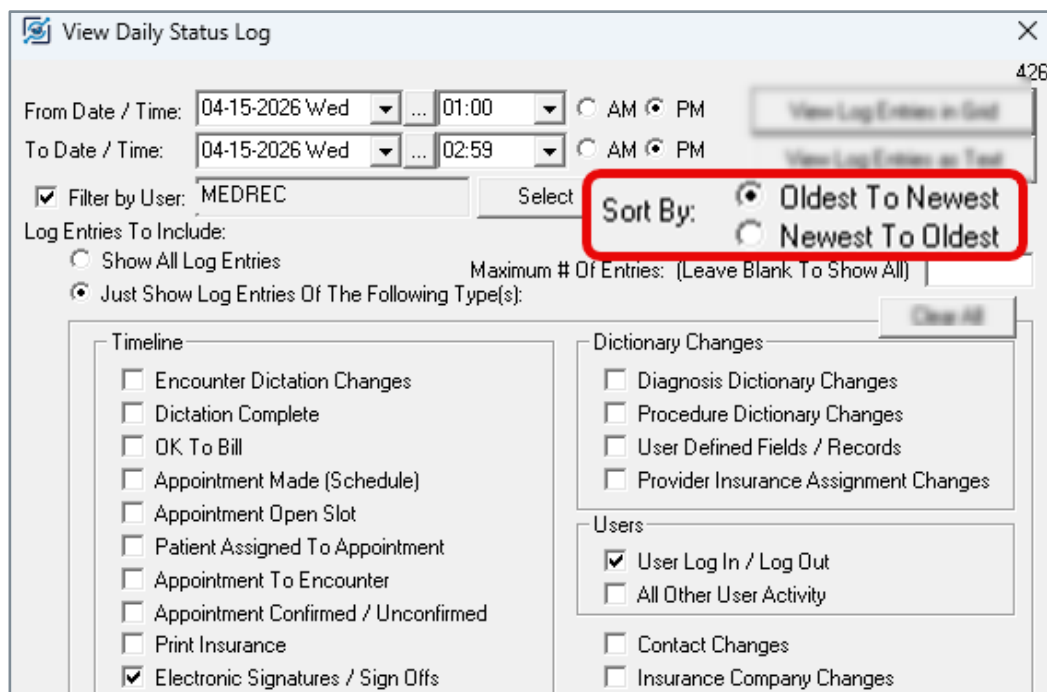
Dictionary Changes

- ☐ Diagnosis Dictionary Changes
- ☐ Procedure Dictionary Changes
- ☐ User Defined Fields / Records
- ☐ Provider Insurance Assignment Changes

Users

- ☒ User Log In / Log Out
- ☐ All Other User Activity
- ☐ Contact Changes
- ☐ Insurance Company Changes

Select your preferred sort method.



View Daily Status Log

From Date / Time: 04-15-2026 Wed 01:00 AM PM
To Date / Time: 04-15-2026 Wed 02:59 AM PM

Filter by User: MEDREC Select

Log Entries To Include:
☐ Show All Log Entries
☒ Just Show Log Entries Of The Following Type(s):

Sort By: ☒ Oldest To Newest
☐ Newest To Oldest

Maximum # Of Entries: (Leave Blank To Show All)

Timeline

- ☐ Encounter Dictation Changes
- ☐ Dictation Complete
- ☐ OK To Bill
- ☐ Appointment Made (Schedule)
- ☐ Appointment Open Slot
- ☐ Patient Assigned To Appointment
- ☐ Appointment To Encounter
- ☐ Appointment Confirmed / Unconfirmed
- ☐ Print Insurance
- ☒ Electronic Signatures / Sign Offs

Dictionary Changes

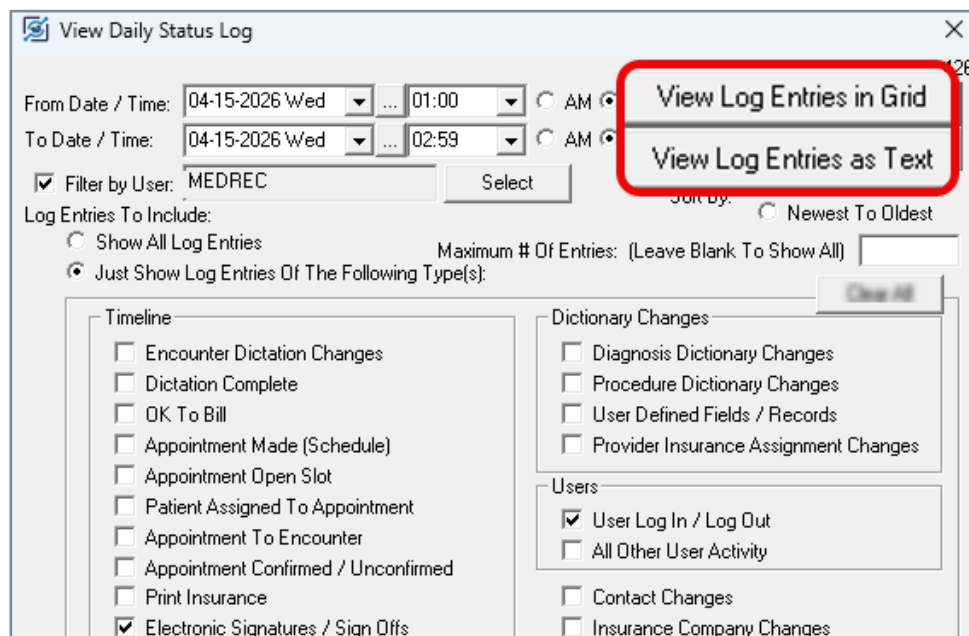
- ☐ Diagnosis Dictionary Changes
- ☐ Procedure Dictionary Changes
- ☐ User Defined Fields / Records
- ☐ Provider Insurance Assignment Changes

Users

- ☒ User Log In / Log Out
- ☐ All Other User Activity
- ☐ Contact Changes
- ☐ Insurance Company Changes

Daily Status Log

Select how you want to view the entries by selecting your preferred layout format.



View Daily Status Log

From Date / Time: 04-15-2026 Wed 01:00 AM
 To Date / Time: 04-15-2026 Wed 02:59 AM

☒ Filter by User: MEDREC Select

Log Entries To Include:
☐ Show All Log Entries
☒ Just Show Log Entries Of The Following Type(s):

Maximum # Of Entries: (Leave Blank To Show All)

Sort by: ☐ Newest To Oldest

View Log Entries in Grid
View Log Entries as Text

Timeline

- ☐ Encounter Dictation Changes
- ☐ Dictation Complete
- ☐ OK To Bill
- ☐ Appointment Made (Schedule)
- ☐ Appointment Open Slot
- ☐ Patient Assigned To Appointment
- ☐ Appointment To Encounter
- ☐ Appointment Confirmed / Unconfirmed
- ☐ Print Insurance
- ☒ Electronic Signatures / Sign Offs

Dictionary Changes

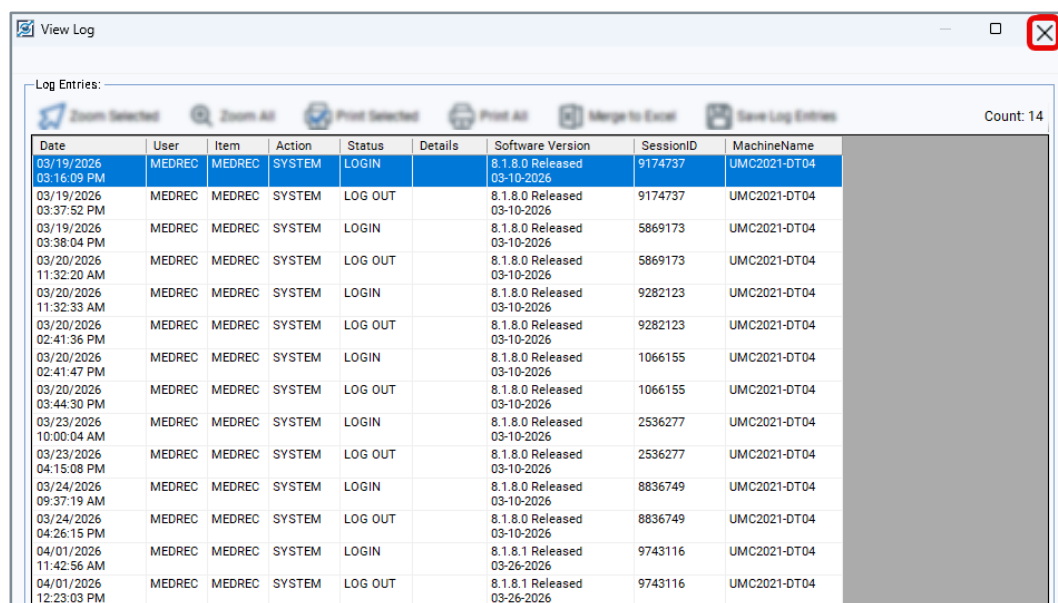
- ☐ Diagnosis Dictionary Changes
- ☐ Procedure Dictionary Changes
- ☐ User Defined Fields / Records
- ☐ Provider Insurance Assignment Changes

Users

- ☒ User Log In / Log Out
- ☐ All Other User Activity
- ☐ Contact Changes
- ☐ Insurance Company Changes

Tip: Choosing the Grid format option loads large sets of data faster and is easier to view.

Review the log. Click **X** to close the screen.



View Log

Log Entries:

Count: 14

Date	User	Item	Action	Status	Details	Software Version	SessionID	MachineName
03/19/2026 03:16:09 PM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.0 Released 03-10-2026	9174737	UMC2021-DT04
03/19/2026 03:37:52 PM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.0 Released 03-10-2026	9174737	UMC2021-DT04
03/19/2026 03:38:04 PM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.0 Released 03-10-2026	5869173	UMC2021-DT04
03/20/2026 11:32:20 AM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.0 Released 03-10-2026	5869173	UMC2021-DT04
03/20/2026 11:32:33 AM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.0 Released 03-10-2026	9282123	UMC2021-DT04
03/20/2026 02:41:36 PM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.0 Released 03-10-2026	9282123	UMC2021-DT04
03/20/2026 02:41:47 PM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.0 Released 03-10-2026	1066155	UMC2021-DT04
03/20/2026 03:44:30 PM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.0 Released 03-10-2026	1066155	UMC2021-DT04
03/23/2026 10:00:04 AM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.0 Released 03-10-2026	2536277	UMC2021-DT04
03/23/2026 04:15:08 PM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.0 Released 03-10-2026	2536277	UMC2021-DT04
03/24/2026 09:37:19 AM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.0 Released 03-10-2026	8836749	UMC2021-DT04
03/24/2026 04:26:15 PM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.0 Released 03-10-2026	8836749	UMC2021-DT04
04/01/2026 11:42:56 AM	MEDREC	MEDREC	SYSTEM	LOGIN		8.1.8.1 Released 03-26-2026	9743116	UMC2021-DT04
04/01/2026 12:23:03 PM	MEDREC	MEDREC	SYSTEM	LOG OUT		8.1.8.1 Released 03-26-2026	9743116	UMC2021-DT04

For more information, see View Log.

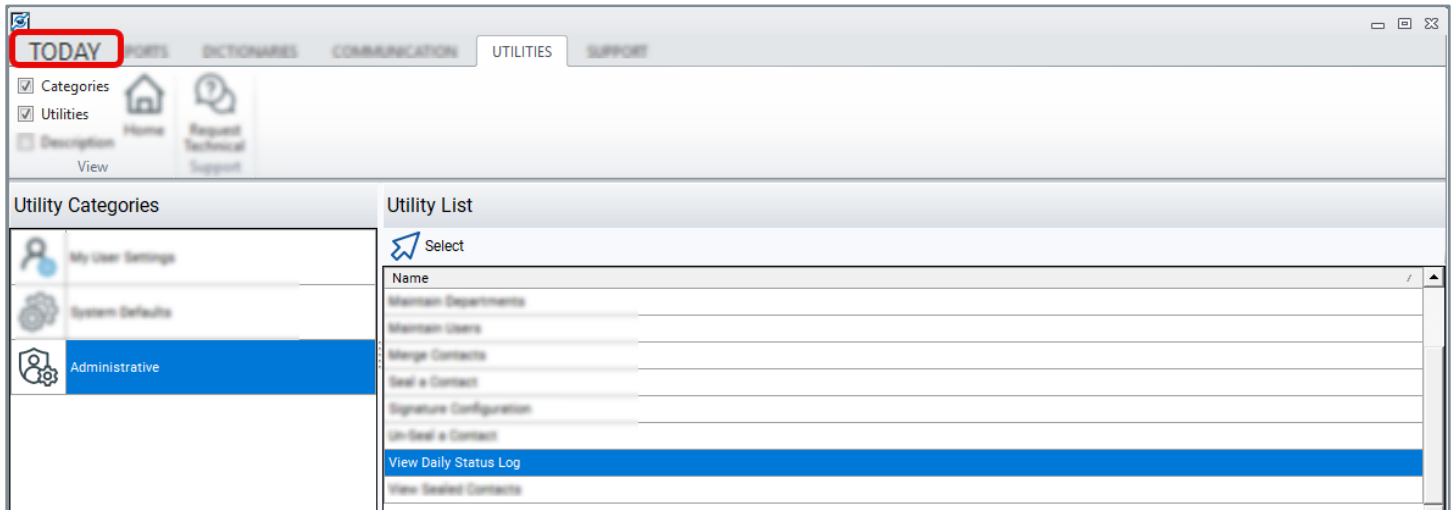
Daily Status Log



Click **X** a **second time** to close the Daily Status Log module.

Return to Spark Desktop

Click **TODAY** to return to the Spark Desktop.



Related Courses

- View a Log

Daily Status Log



References

View Log

The following buttons appear near the top of the View Log (left to right):



Zoom Selected: Opens the selected log item in a new window.

Zoom All: Opens all log items in a new window.

Print Selected: Prints the selected log item.

Print All: Prints all items.

Merge to Excel: Merges the list to an excel spreadsheet.

Save Log Entries: Save the log to a text file or copies to the clipboard.

Return to Return to Spark Desktop.