

Viewing a Log



Course Overview

Use the Log to view specific actions and tasks performed by users within CorrecTek Spark. The log may be viewed anytime the button is accessible.

This guide explains how to access and review a log. For demonstration purposes, the steps begin from the Timeline.

Use This Guide When

- Accessing a Log
- Viewing user activity in the system
- Reviewing actions performed in the Timeline

What You'll Be Able to Do

- Access a log
- View log details
- Filter a log by date or user

Viewing a Log



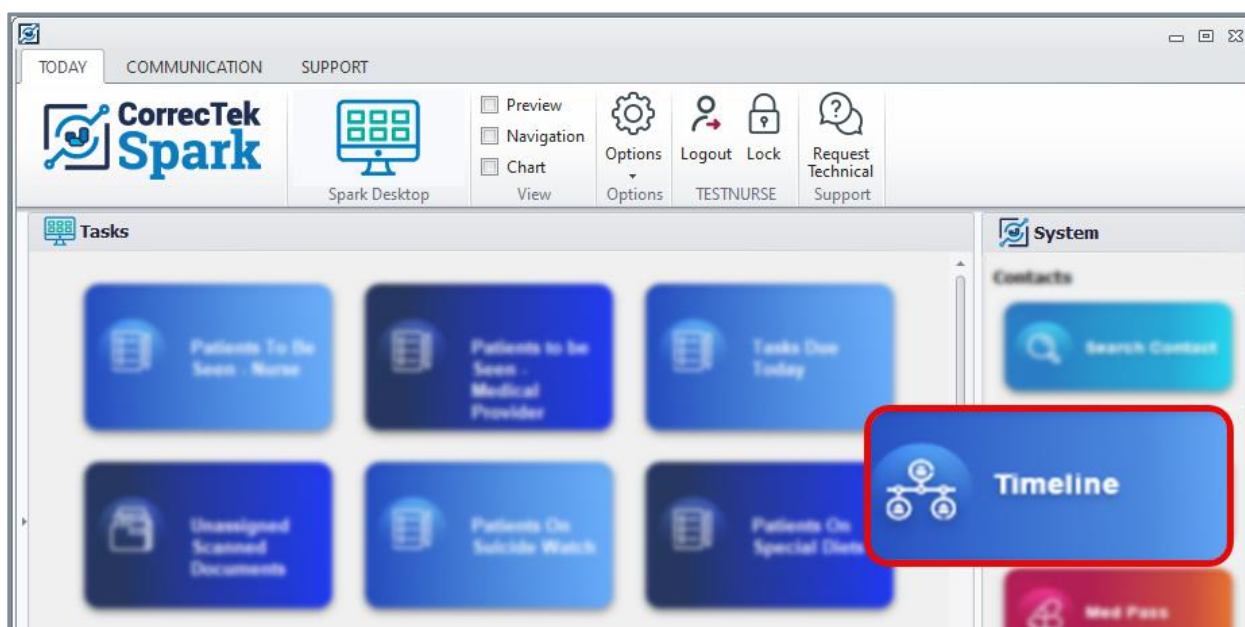
Topics Covered

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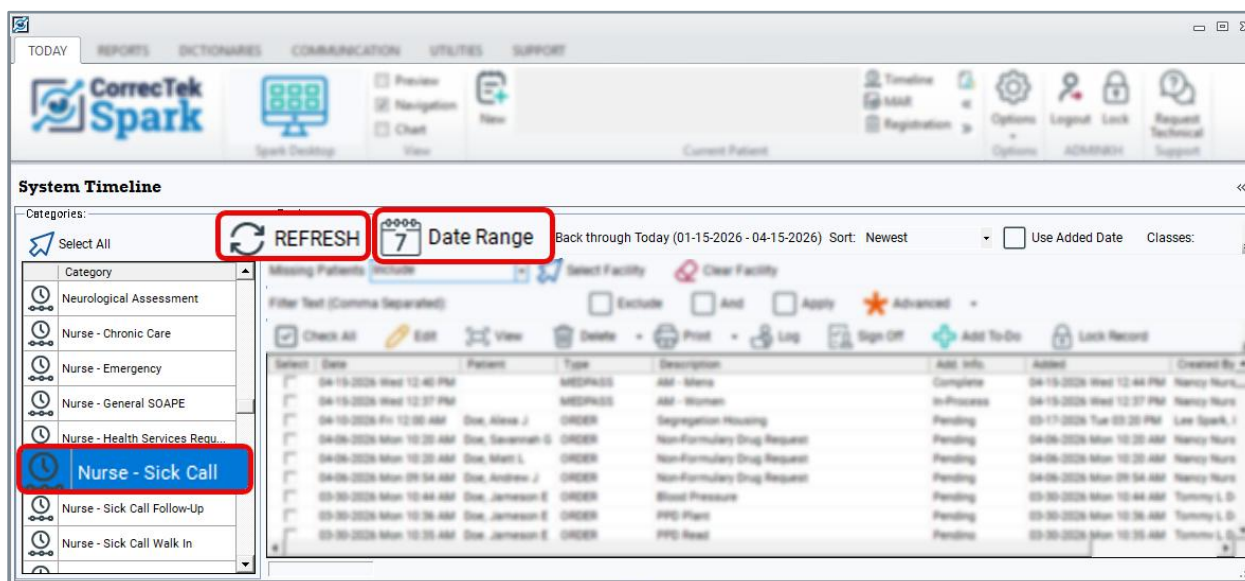
Spark Desktop

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



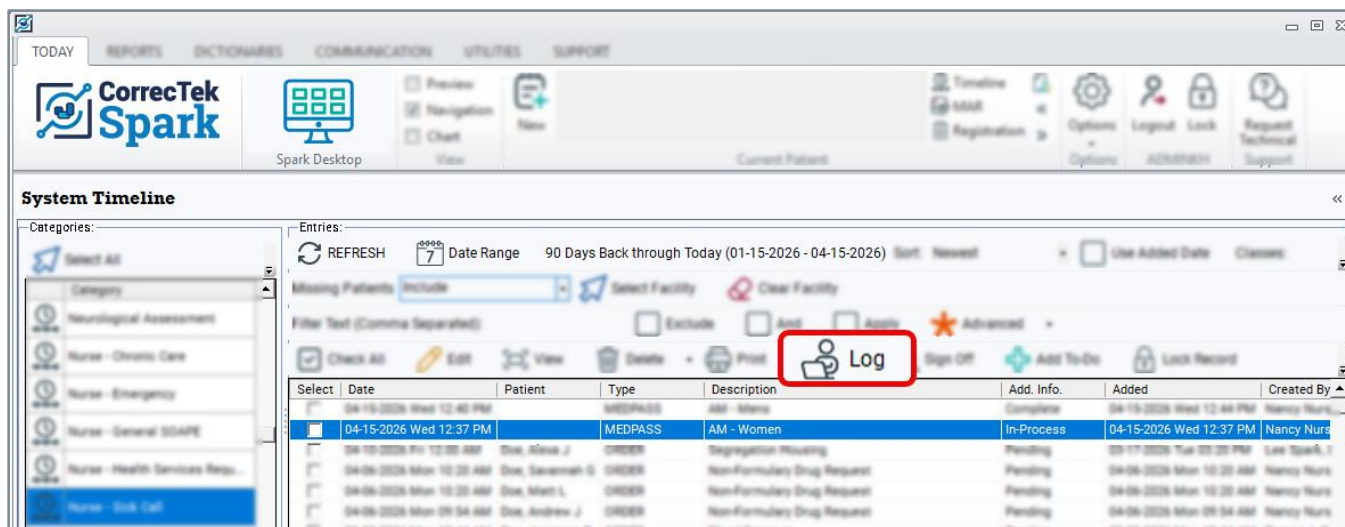
In the Timeline workspace, select a category or multiple categories from the filter panel to focus your review.

Set your targeted **Date Range**, then click **Refresh** to populate the data grid.



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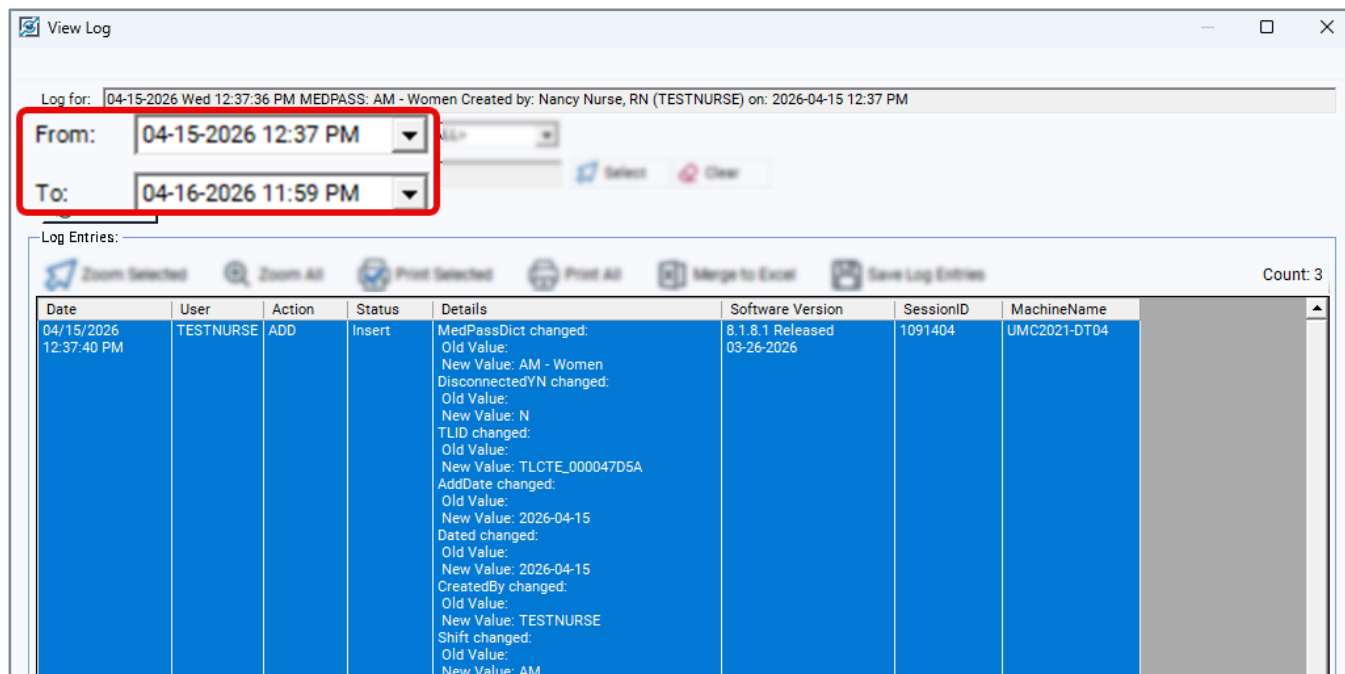
Select a specific event or item from the results list, then click **Log** on the toolbar to open the audit tracking window.



The screenshot shows the Spark Desktop application interface. The 'System Timeline' window is open, displaying a list of events. The 'Log' button in the toolbar is highlighted with a red box. The toolbar also includes buttons for 'Refresh', 'Date Range', 'Sort', 'Use Added Date', 'Clear Facility', 'Filter Text', 'Check All', 'Edit', 'View', 'Details', 'Print', 'Log', 'Sign Off', 'Add To Do', and 'Lock Record'.

View Log

Use the **From** and **To** fields to alter the date range.



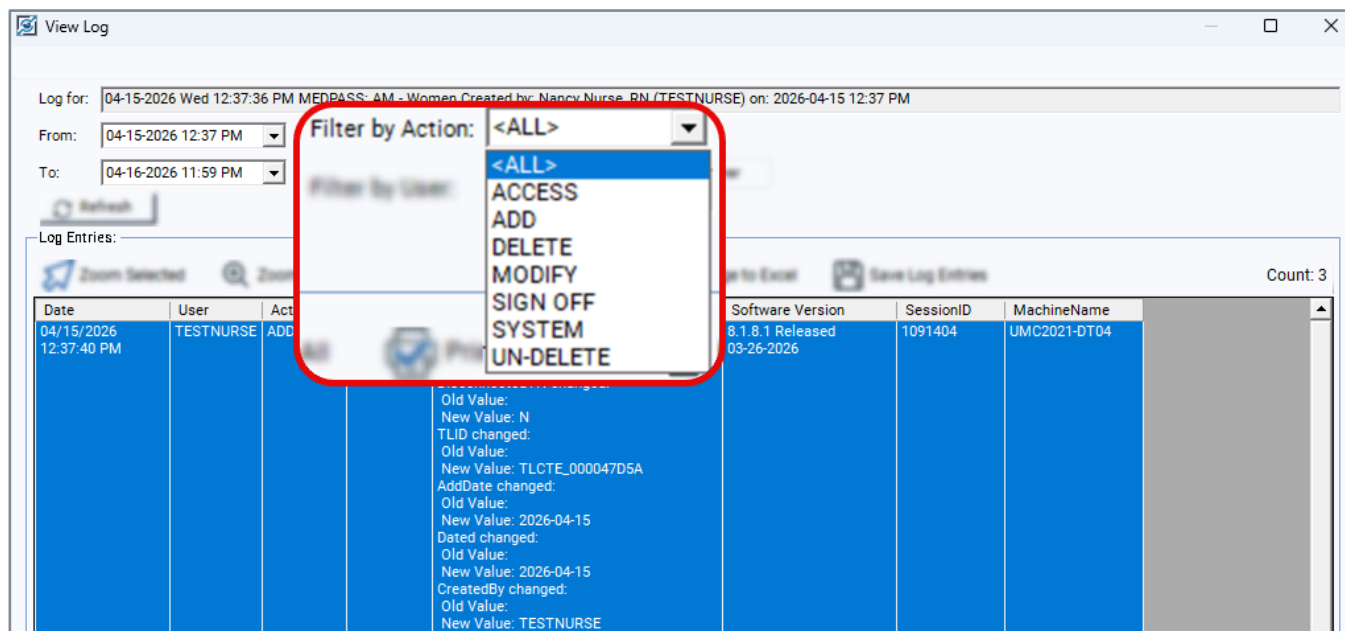
The screenshot shows the 'View Log' window. The 'Log for:' field displays the selected event: '04-15-2026 Wed 12:37:36 PM MEDPASS: AM - Women Created by: Nancy Nurse, RN (TESTNURSE) on: 2026-04-15 12:37 PM'. The 'From:' and 'To:' date range selection fields are highlighted with a red box. The 'Log Entries:' table below shows the details of the log entry.

Date	User	Action	Status	Details	Software Version	SessionID	MachineName
04/15/2026 12:37:40 PM	TESTNURSE	ADD	Insert	MedPassDict changed: Old Value: New Value: AM - Women DisconnectedYN changed: Old Value: New Value: N TLID changed: Old Value: New Value: TLCTE_000047D5A AddDate changed: Old Value: New Value: 2026-04-15 Dated changed: Old Value: New Value: 2026-04-15 CreatedBy changed: Old Value: New Value: TESTNURSE Shift changed: Old Value: New Value: AM	8.1.8.1 Released 03-26-2026	1091404	UMC2021-DT04

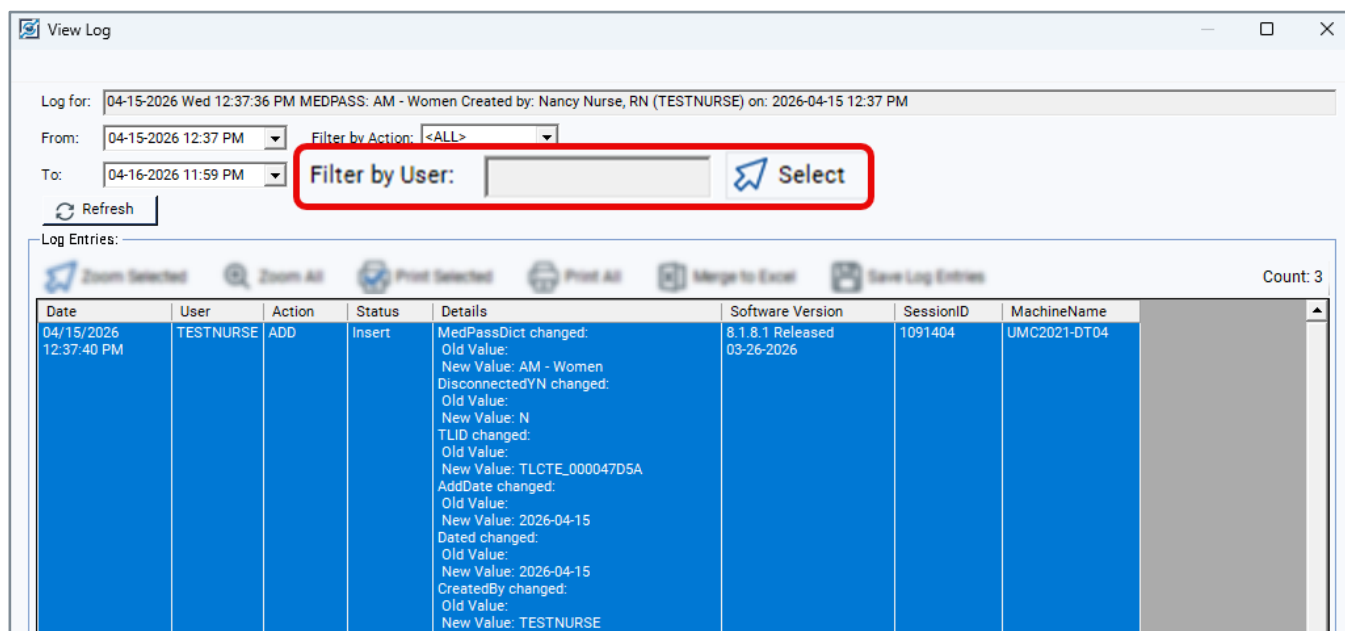
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For more information, see the [View Log](#) reference.

Click the drop-down arrow to filter the list by specific operations.



Click **Select**, then choose a specific user to filter by.

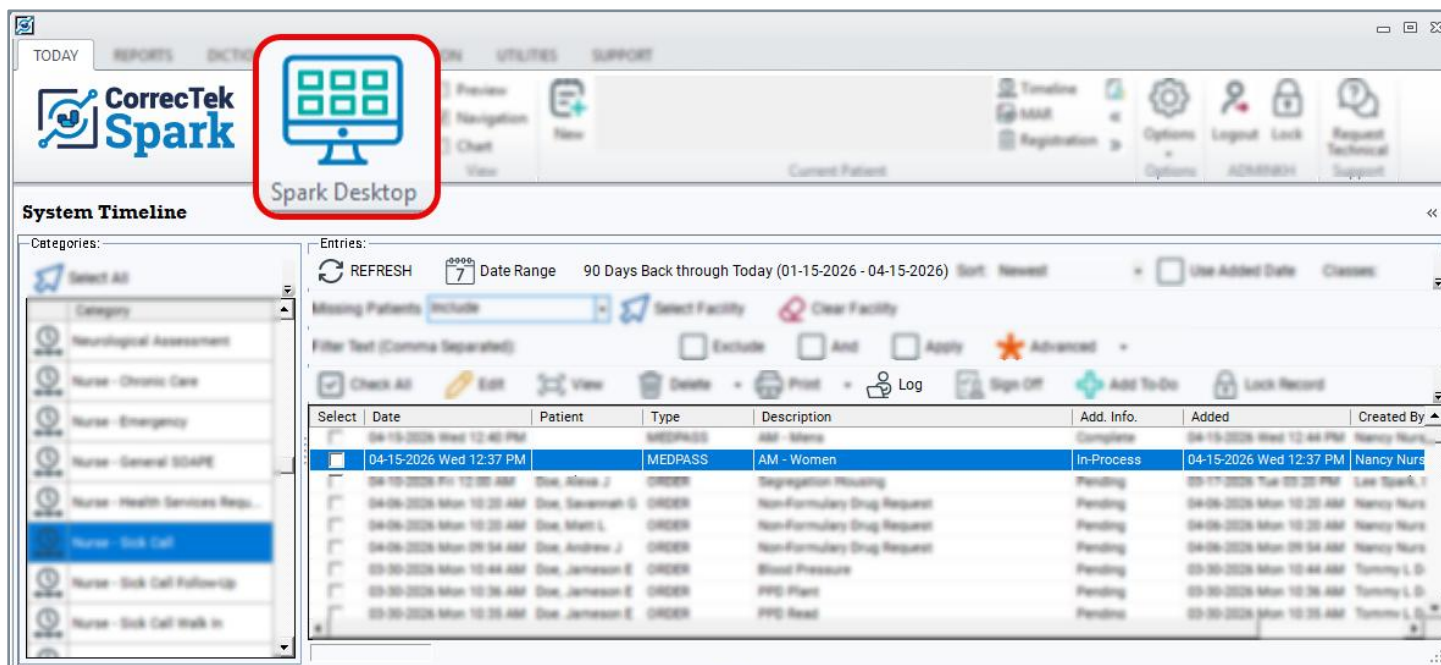


Click **X** to close the log window.

Viewing a Log

Return to Spark Desktop

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



System Timeline

Categories:

- Select All
- Neurological Assessment
- Nurse - Chronic Care
- Nurse - Emergency
- Nurse - General SCAPE
- Nurse - Health Services Reqs.
- Nurse - Sick Call
- Nurse - Sick Call Follow-up
- Nurse - Sick Call Walk in

Entries:

REFRESH Date Range 90 Days Back through Today (01-15-2026 - 04-15-2026) Sort: Newest Use Added Date Classes

Missing Patients Include Select Facility Clear Facility

Filter Text (Comma Separated) Exclude And Apply Advanced

Check All Edit View Delete Print Log Sign Off Add To-Do Lock Record

Select	Date	Patient	Type	Description	Add. Info.	Added	Created By
☒	04-15-2026 Wed 12:37 PM		MEDPASS	AM - Women	In-Process	04-15-2026 Wed 12:37 PM	Nancy Nura
☐	04-10-2026 Fri 12:00 AM	Doe, Alex J	ORDER	Segregation Housing	Pending	04-17-2026 Tue 03:20 PM	Lee Spark, T
☐	04-06-2026 Mon 10:20 AM	Doe, Savannah G	ORDER	Non-Formulary Drug Request	Pending	04-06-2026 Mon 10:20 AM	Nancy Nura
☐	04-06-2026 Mon 10:20 AM	Doe, Matt L	ORDER	Non-Formulary Drug Request	Pending	04-06-2026 Mon 10:20 AM	Nancy Nura
☐	04-06-2026 Mon 09:54 AM	Doe, Andrew J	ORDER	Non-Formulary Drug Request	Pending	04-06-2026 Mon 09:54 AM	Nancy Nura
☐	03-30-2026 Mon 10:44 AM	Doe, Jameson E	ORDER	Blood Pressure	Pending	03-30-2026 Mon 10:44 AM	Tommy L D
☐	03-30-2026 Mon 10:36 AM	Doe, Jameson E	ORDER	PPD Plant	Pending	03-30-2026 Mon 10:36 AM	Tommy L D
☐	03-30-2026 Mon 10:35 AM	Doe, Jameson E	ORDER	PPD Read	Pending	03-30-2026 Mon 10:35 AM	Tommy L D

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References

View Log

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



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

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

Print Selected: Print the selected log item.

Print All: Print all items.

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

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

Return to View Log.