



CJLEADS

Criminal Justice Law Enforcement Automated Data Services

Request Form

User Activity Report - Detail

A detailed report of an agency users' activity for a given period of time. This report includes the specific records accessed by an individual user and the dates and times the records were accessed and/or printed.

Instructions:

An AGENCY Chief Executive Officer or the CJLEADS Authorized Administrator must complete and email the request form to the CJLEADS Production Services team via email at cjleadsaudit@nc.gov. If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6947) or mail (4101 Mail Service Center Raleigh, NC 27699-4101). However, CJLEADS Production Services will confirm the report request with the agency executive through a follow-up email and/or phone call.

User Activity Report		
User Type <i>(select one)</i>	State Agency <input type="checkbox"/>	Local Government <input type="checkbox"/>
Organization	<i>(Type in your organization)</i>	
Division	<i>(Type in your division)</i>	
Section	<i>(Type in your section)</i>	
User Ids	<i>(List of comma-separated user IDs)</i>	
Login Activity Time Range	<i>(Enter a begin date)</i>	<i>(Enter an end date)</i>

**Chief Executive Officer/
CJLEADS Authorized Administrator:** _____ **Date:** _____