



# 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](mailto:cjleadsaudit@nc.gov). If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6957) 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		
<b>User Type</b> <i>(select one)</i>	<b>State Agency</b> <input type="checkbox"/>	<b>Local Government</b> <input type="checkbox"/>
<b>Organization</b>	<i>(Type in your organization)</i>	
<b>Division</b>	<i>(Type in your division)</i>	
<b>Section</b>	<i>(Type in your section)</i>	
<b>User Ids</b>	<i>(List of comma-separated user IDs)</i>	
<b>Login Activity Time Range</b>	<i>(Enter a begin date)</i>	<i>(Enter an end date)</i>

**Chief Executive Officer/  
CJLEADS Authorized Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_