m1 DEPARTMENT
OF HEALTH

Using Administrative Reports

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

This guide provides information on using the following reports:

Audit trail report

MR&C user report

Audit trail report

Purpose

Use the audit trail report to review staff activity in MR&C.

Note: Report can be done for up to one month at a time.

Generate

After logging in to MR&C:

1. Select the **Administration** tab.

2. Select *Reports* from the **Tasks** menu.

3. Select *Audit Trail Report*.

4. Enter a date or date range (up to one month).

5. Choose "One User."

6. Leave "Pdf" as the report format.

7. Enter a username.

8. Select a user action.

9. Click **Generate**.

10. Follow the screen prompts to open and print the pdf.

MR&C user report

Purpose

This report shows all active users for a specific issuance location. Use it to confirm current staff and their security roles.

Contact the Office of Vital Records to add or remove users or to update security roles.

Generate

After logging in to MR&C:

1. Select the **Administration** tab.

2. Select *Reports* from the **Tasks** menu.

3. Select *MR&C User Report*.

4. Choose report format.

5. Select "Issuance Office User Report" as the report type.

6. Select issuance office(s).

7. Click **Generate report**.

8. Follow the screen prompts to open and print the pdf.

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