CHAPTER 71

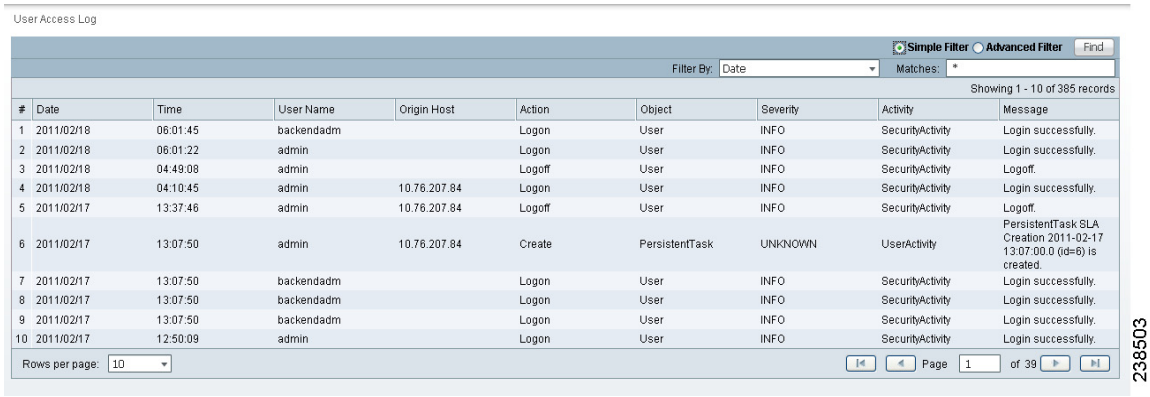
User Access Log

This section shows a detailed report of every activity by every user.

Choose **Administration > User Access Log > User Access Log** and follow these steps:

Step 1 After you choose **Administration > User Access Log > User Access Log**, a window appears as shown in Figure 71-1.

Figure 71-1 User Access Log Viewer with Simple Filter



All the log information about user actions appears.

Note The types of activities or objects to be logged can be configured. This can be done directly through SQL. By default, security-related activities and activities on objects listed in the Role editor are logged.

Step 2 The default **Simple Filter** radio button is selected. To filter using the **Simple Filter**, continue with Step 3. To filter using **Advanced Filter**, proceed to Step 5.

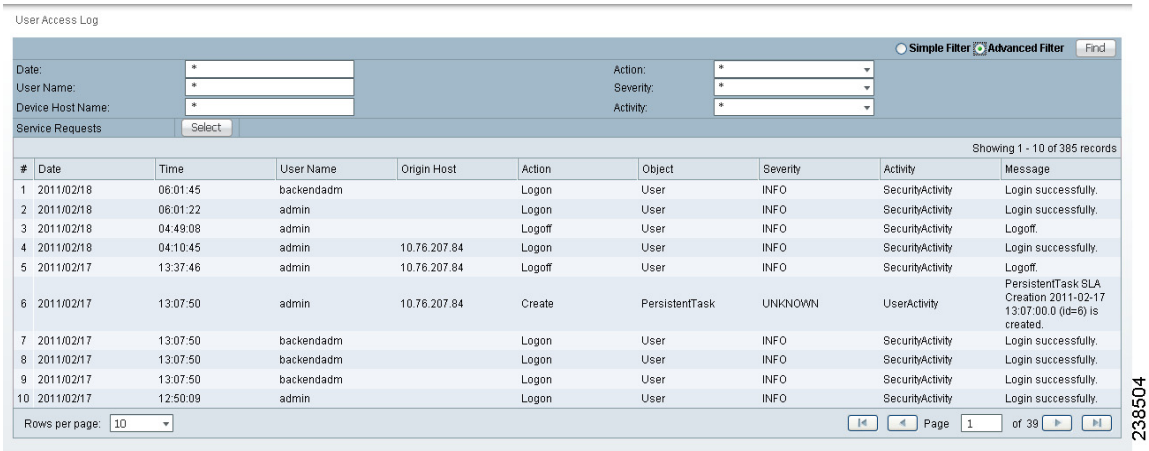
Step 3 To filter the information with **Simple Filter**, keep the **Simple Filter** radio button selected and from **Filter By**, choose: **Date**, **User Name**, **Origin Host**, **Action**, **Severity**, or **Activity** (also column names). For **Matches**, enter the beginning characters of what you want to match followed by ***. Then click **Find**. The result is that only the log information matching the entered filter appears.

Step 4 To exit this log report, choose another feature from the main product tabs.

Step 5 To filter the information with **Advanced Filter**, click the **Advanced Filter** radio button.

A window as shown in Figure 71-2 appears.

Figure 71-2 User Access Log Viewer with Advanced Filter



All the log information about user actions appears.

Step 6 Enter filter information you want to match in one or more of the following categories and then click **Find**.

Note When you choose multiple filters, the log results that appear are only the ones that match all the specified filter information.

- **Date** Enter the beginning characters of the date you want to view followed by a ***,** in the format given in the **Date** column.
- **User Name** Enter the beginning characters of the specific **User Name** you want to view followed by a *.
- **Device Host Name** Enter the beginning characters of the specific **Host Name** you want to view followed by a *.
- **Action** Click the drop-down list and choose from: **UNKNOWN**; **View**; **Create**; **Modify**; **Delete**; **Logon**; **Logoff**; **Session Timeout**. If you decide not to use this filter, just keep *.
- **Severity** Click the drop-down list and choose from: **UNKNOWN**; **INFO**; **WARNING**; **ERROR**. If you decide not to use this filter, just keep *.
- **Activity** Click the drop-down list and choose from: **UNKNOWN**; **SecurityActivity**; or **UserActivity**. The result is that only the log information matching the entered filter appears.

Step 7 **Service Requests** has a selection of **Select/Deselect**. Click this and you receive a list of Service Requests in the system from which you can check check box(es) for the User Access Log to handle. Then click the **Select** button. These Service Requests then appear on Figure 71-2.

Step 8 To exit this log report, choose another feature from the main product tabs.