



© 2006 The Authors
Journal compilation © 2006 Blackwell Publishing Ltd

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

- 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*

238503

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.

- 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](#).
- 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.
- To exit this log report, choose another feature from the main product tabs.
- 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

User Access Log

☐ Simple Filter
 ☒ Advanced Filter

Date: *
 Action: *

User Name: *
 Severity: *

Device Host Name: *
 Activity: *

Service Requests

#	Date	Time	User Name	Origin Host	Action	Object	Severity	Activity	Message
1	2011/02/18	06:01:45	backendadm		Logon	User	INFO	SecurityActivity	Login successfully.
2	2011/02/18	06:01:22	admin		Logon	User	INFO	SecurityActivity	Login successfully.
3	2011/02/18	04:49:08	admin		Logoff	User	INFO	SecurityActivity	Logoff.
4	2011/02/18	04:10:45	admin	10.76.207.84	Logon	User	INFO	SecurityActivity	Login successfully.
5	2011/02/17	13:37:46	admin	10.76.207.84	Logoff	User	INFO	SecurityActivity	Logoff.
6	2011/02/17	13:07:50	admin	10.76.207.84	Create	PersistentTask	UNKNOWN	UserActivity	PersistentTask SLA Creation 2011-02-17 13:07:00.0 (id=8) is created.
7	2011/02/17	13:07:50	backendadm		Logon	User	INFO	SecurityActivity	Login successfully.
8	2011/02/17	13:07:50	backendadm		Logon	User	INFO	SecurityActivity	Login successfully.
9	2011/02/17	13:07:50	backendadm		Logon	User	INFO	SecurityActivity	Login successfully.
10	2011/02/17	12:50:09	admin		Logon	User	INFO	SecurityActivity	Login successfully.

Showing 1 - 10 of 385 records

Rows per page: 10 Page 1 of 39

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.