



Audit log

Archived

What is the 'Audit' application?

The audit tool acts as a log of the majority of site actions across users.

It maintains a historical month by month record of any actions completed on the site.

Why is this useful?

Investigation

Did an action succeed or fail?

Did an expected notification send?

Did something on the site change unexpectedly?

Did a user view/ edit/ delete something?

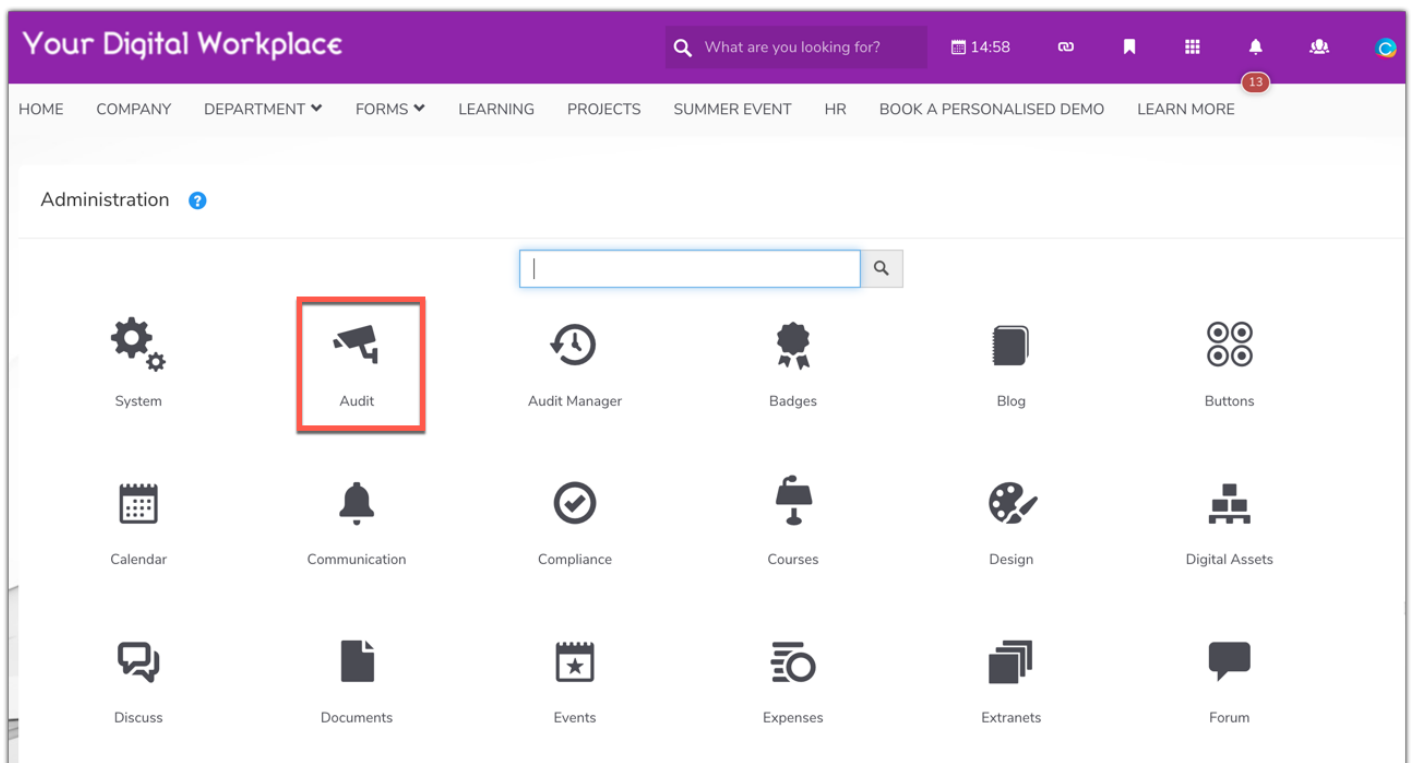
Analysis

How many times has this article been viewed?

Who has viewed this article?

Reviewing the data

Firstly navigate to the 'Audit' application which will look as follows:



You will then be presented with the following options:



1- Configure Audit

This section allows you to do 3 main things

1- Set a limit on the number of days per log

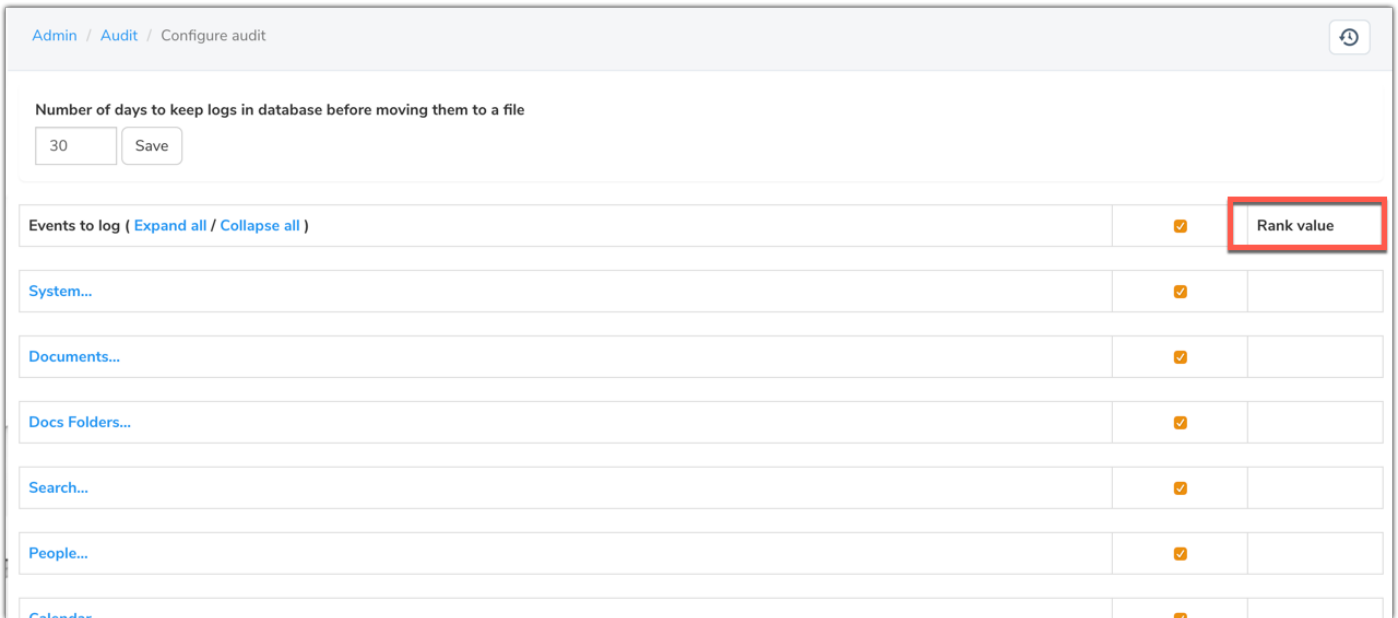
As standard, this is set at 30 days. Depending on the number of users and actions taking place on your site you may wish to keep this data into 30-day chunks. However, this will mean that each 30-day chunk is saved as 1 CSV file in the archived logs. If you wish to analyse data over a long period of time it will require the combination of several monthly audit logs.

2- Decide which applications should be included in the log

As standard all applications are included - if you find some are unnecessary you can untick them here.

3- Give certain intranet actions points to encourage engagement

Here you can see the overall options for this page:



When clicking on an application to expand it, you will see the various specifics that are recorded as part of the log:



Here you can assign a certain number of points for certain actions. When users start gathering points this will show on their user profile. For more details on configuring this - please visit the 'Configure Ranks' section of this article further down this page.

2 - View Logs

Here you will see the activity site for the last 30 days. You will have the following filter options:

Admin / Audit / View logs

☐ From

2020.03.17

00:00

☐ To

2020.03.17

15:15

User name

Category

All items

All items

CSV delimiter

☒ Comma (,)

☐ Semicolon (;)

Get CSV file

View

When some filter choices have been made - simply click 'View'

Admin / Audit / View logs

☐ From

2020.03.17

00:00

☐ To

2020.03.17

15:15

User name

Category

System

Login

CSV delimiter

☒ Comma (,)

☐ Semicolon (;)

Get CSV file

View

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
2020.01.21 11:38			31.22.42.98	SUCCESS	System	Login	'Claromentis Administrator' (Object ID: 1)	User 'Claromentis Administrator' (#1) logged in using autologon cookie (LoginHandlerCookie)
2020.01.22 08:54			92.5.4.103	SUCCESS	System	Login	'Claromentis Administrator' (Object ID: 1)	User 'Claromentis Administrator' (#1) logged in using autologon cookie (LoginHandlerCookie)

You will now see the results and can export this data to CSV if you wish to do further analysis!

3 - View Archived Logs

This is where all your previous audit logs are stored. They will most likely be stored in monthly CSV files (depending on the audit length configured in section 1 of this article).

You can download the archives here:

Archive log date	Action
2020-02-19	Download
2020-01-20	Download
2019-12-19	Download
2019-10-18	Download
2019-09-18	Download
2019-08-19	Download
2019-07-20	Download
2019-06-20	Download
2019-05-21	Download
2019-04-21	Download
2019-03-21	Download
2019-02-19	Download

This is where you can award different titles for a different number of points, here is an example:

This is where you can award different titles for a different number of points, here is an example:

Rank name	Rank value	Delete
<div>Content creator</div>	<div>200</div>	<div><input type="checkbox"/></div>
<div>Content super creator</div>	<div>500</div>	<div><input type="checkbox"/></div>
<div>Content master creator</div>	<div>1500</div>	<div><input type="checkbox"/></div>
Add new Rank		
<div></div>	<div></div>	

When a user hits one of these ranks, it will be reflected on their user profile like so:

Endorsements

No endorsements yet

Address

Mobile	123456
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Date started 7 March 2019

Personal website [Hi](#) 

Rating

Please be advised: Not all Intranet actions are recorded, so if you are unsure if the action you need to look at is included, go to 'View logs' and work your way through each application filter, checking which corresponding actions it contains.

If an action you think would be useful is missing, please let us know in a [support ticket](#)

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