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.
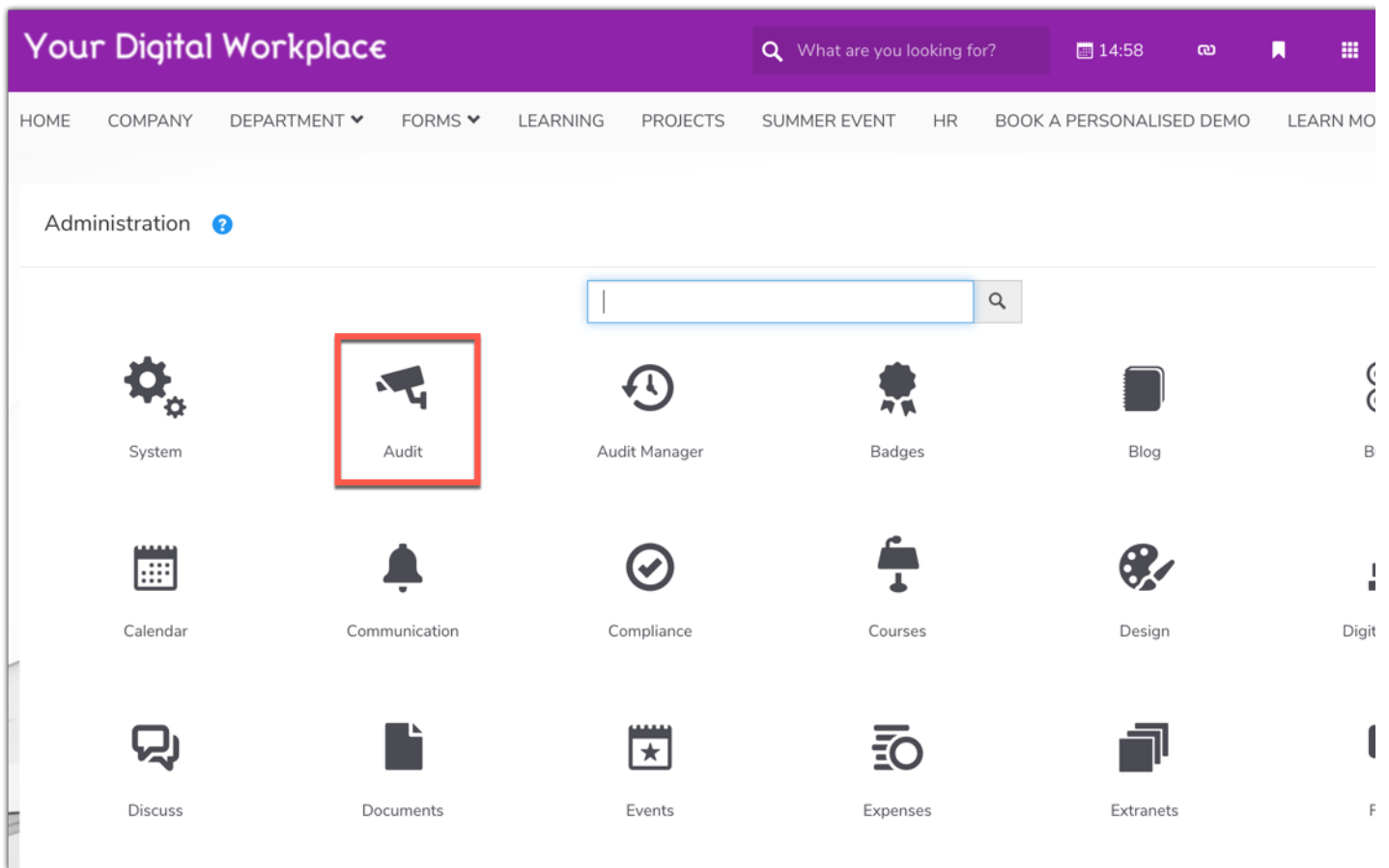
Why is this useful?

Investigation

Did an action succeed or fail?

Did an expected notification send?

Did something on the site change unexpectedly?
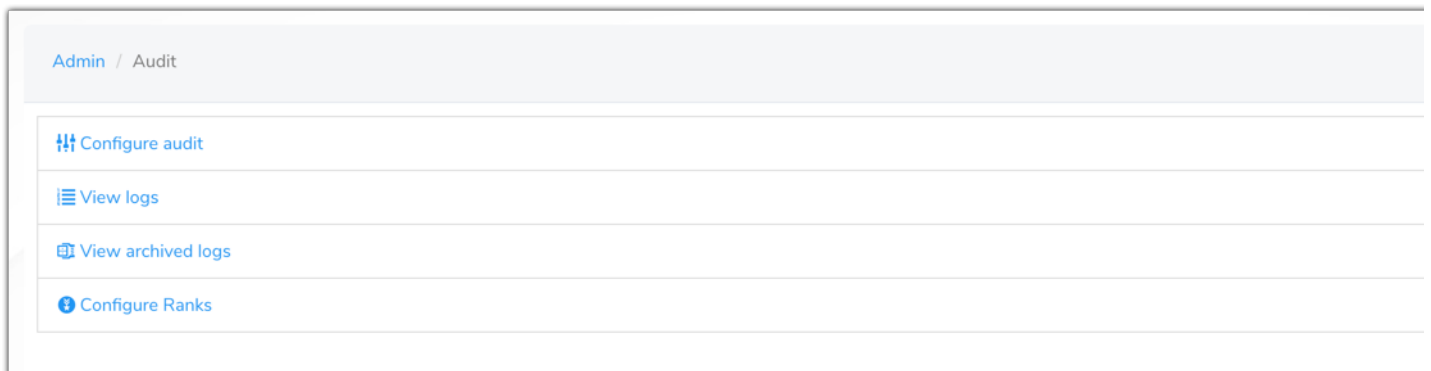
Did a user view/ edit/ delete something?

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:

Number of days to keep logs in database before moving them to a file

30   Save

Events to log (Expand all / Collapse all)   ☑

System...   ☑

Documents...   ☑

Docs Folders...   ☑

Search...   ☑

People...   ☑

Calendar   ☑

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

News...	☑
Add news	☑
Edit news	☑
Approve	☑
Delete news	☑
View full news	☑
Add comment	☑

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'

| | | | 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) autologon cookie (LoginHandlerCooki
2020.01.22 08:54			92.5.4.103	SUCCESS	System	Login	'Claromentis Administrator' (Object ID: 1)	User 'Claromentis Administrator' (#1) autologon cookie (LoginHandlerCooki

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:

Archived logs

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

4 - Configure Ranks

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

User rank name is the name with highest value that is below the user rank value.

Rank name		Rank value
Content creator		200
Content super creator		500
Content master creator		1500

Add new Rank

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

People / **Profile**

Claromentis Administrator
Designers, Intranet_gili

Skype call   HR Tool

👤 Profile   👍 Thanks (10)

User rank	Content master (1712)
Address	
Mobile	123456
Date started	7 March 2019
Personal website	Hi 🔗
Rating	★ ★ ★ ★ ★

Endorsements

No endorsements yet

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