



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

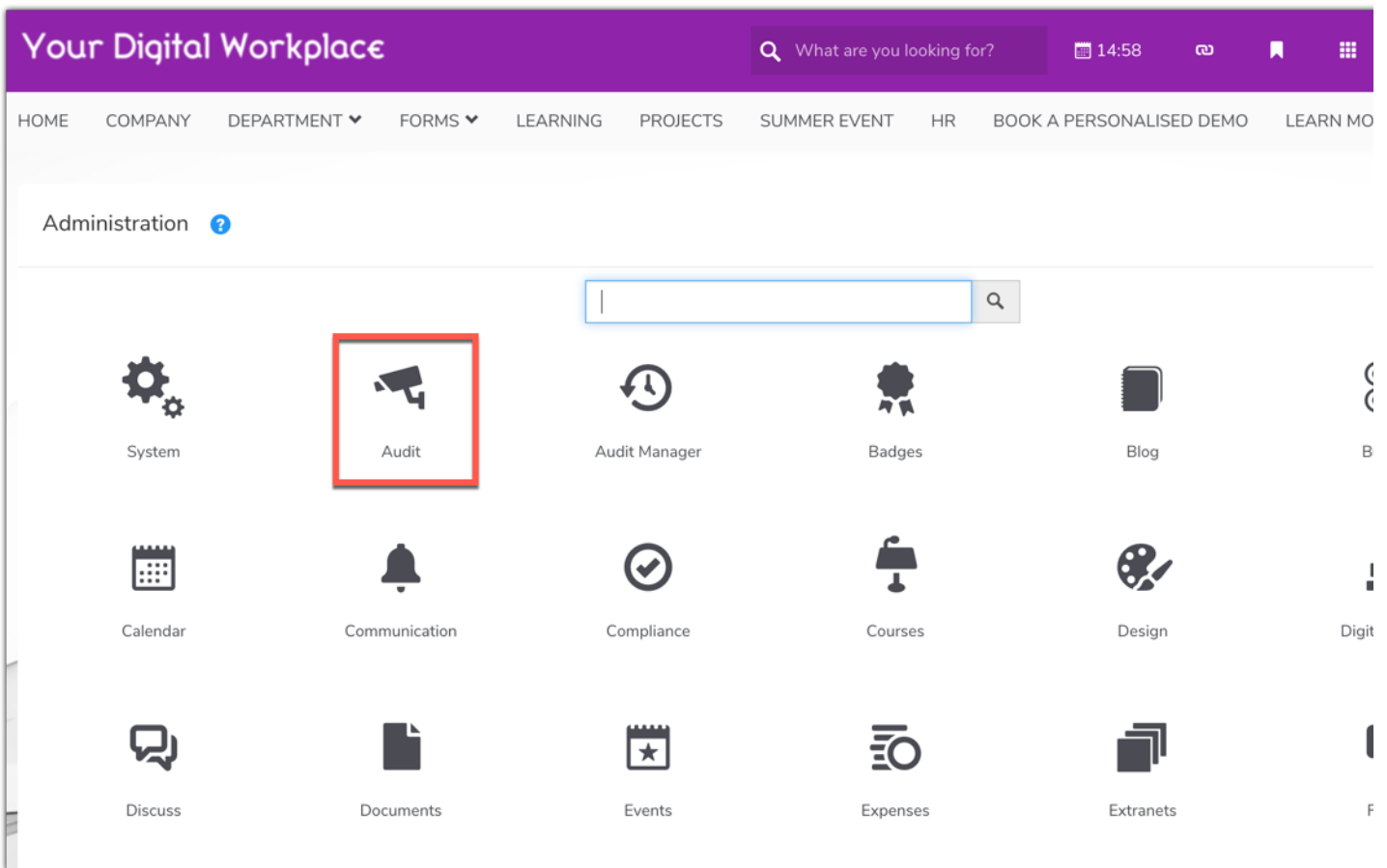
- Did an action succeed or fail?
- Did an expected notification send?
- Did something on the site change unexpectedly?
- Did a user view/ edit/ delete something?

Analysis

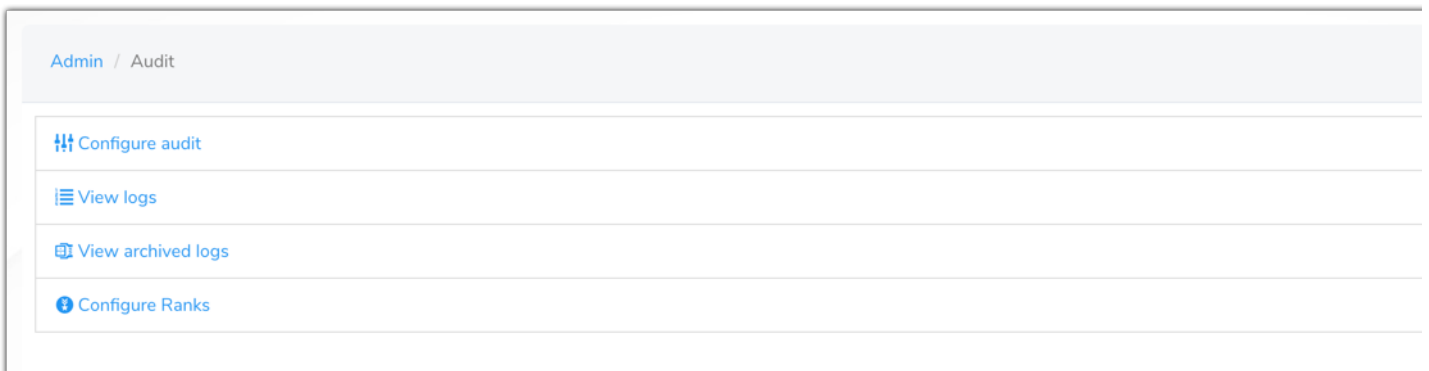
- How many times has this article been viewed?
- Who has viewed this article?

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:

Admin / Audit / Configure audit

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

30 Save

| Events to log (Expand all / Collapse all) | <input checked="" type="checkbox"/> |
|---|-------------------------------------|
| System... | <input checked="" type="checkbox"/> |
| Documents... | <input checked="" type="checkbox"/> |
| Docs Folders... | <input checked="" type="checkbox"/> |
| Search... | <input checked="" type="checkbox"/> |
| People... | <input checked="" type="checkbox"/> |
| Calendar | <input checked="" type="checkbox"/> |

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

| | |
|----------------|-------------------------------------|
| News... | <input checked="" type="checkbox"/> |
| Add news | <input checked="" type="checkbox"/> |
| Edit news | <input checked="" type="checkbox"/> |
| Approve | <input checked="" type="checkbox"/> |
| Delete news | <input checked="" type="checkbox"/> |
| View full news | <input checked="" type="checkbox"/> |
| Add comment | <input checked="" type="checkbox"/> |

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
 To

User name

Category

CSV delimiter Comma (,) Semicolon (;)

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

[Admin](#) / [Audit](#) / View logs

From
 To

User name

Category

CSV delimiter Comma (,) Semicolon (;)

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

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:

[Admin](#) / [Audit](#) / View archived logs

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 |
|---|-----------------------------------|
| <input type="text" value="Content creator"/> | <input type="text" value="200"/> |
| <input type="text" value="Content super creator"/> | <input type="text" value="500"/> |
| <input type="text" value="Content master creator"/> | <input type="text" value="1500"/> |


Add new Rank

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

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) **Endorsements** No endorsements yet

Address

Mobile 123456

Date started 7 March 2019

Personal website Hi [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](#)