

# Chainformation Admin User Guide (Activity Log)

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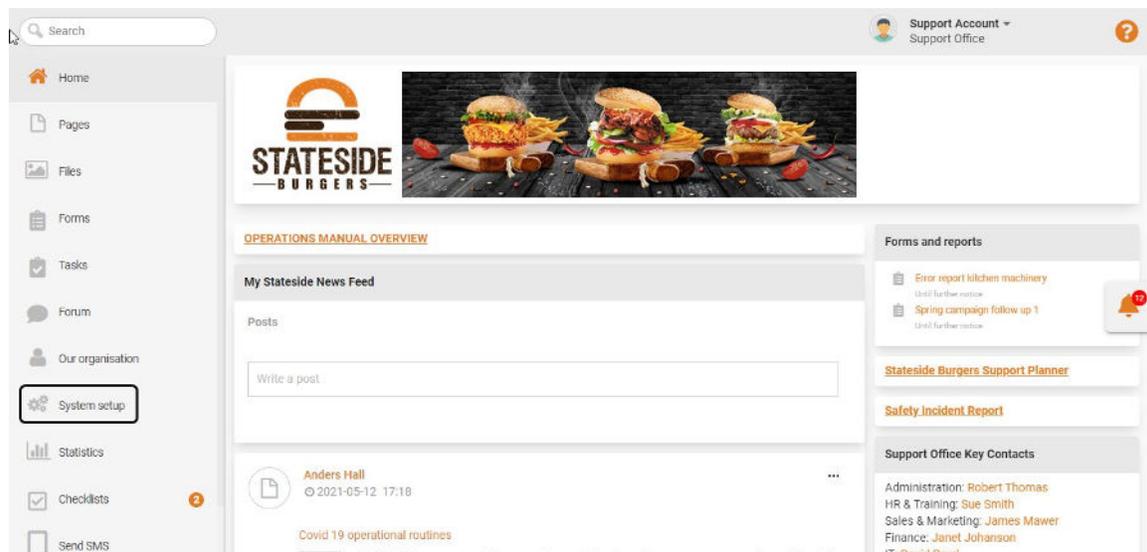
Welcome to the **Chainformation** user guide. In this manual, we will go through the **Activity log** in the **System Setup** of the **Chainformation** platform.

The module traces and logs every activity, change and made in all modules across the platform. You can see all the user activity in the **Activity log** and trace any ambiguous action in any module from here.

**Note:** Only the **Super Admin** role should be allowed to access the **Activity log** of your organisation's internet. [See the User Guide for Roles Administration](#)

Now, follow the navigation steps demonstrated below to review a user action in the **Activity log** tab of **System setup** page of the **Chainformation** desktop platform.

1. Click the **System setup** button in the left-side menu to open the **System setup** page.



By default, you will be redirected to the **Tags** tab.

2. Click the **Activity log** button from the header menu of the **System setup** page to open the **Activity log** tab.

Name	User ID	Action	Object type	Object ID	Object name	Time
Support Account	27	Created	Post	61	hi	2022-02-07 12:58:42
Test User	31	Created	Post	60	ok	2022-02-07 12:57:29
Test User	31	Deleted	Post	59	Hi everyone, the sup...	2022-02-07 12:52:47
Support Account	27	Created	Post	59	Hi everyone, the sup...	2022-02-07 12:52:47
Support Account	27	Edited	Colleague	31	Test User	2022-02-07 12:50:17
Support Account	27	Deleted	Forum	7	Testing	2022-02-02 23:06:05
Test User	31	Denied request	Colleague	35	John Paris	2022-01-31 16:44:54
Support Account	27	Edited	Role	14	10 Test Role	2022-01-31 16:44:03
Anders Hall	7	Edited	Other Settings	2	Request access	2022-01-31 16:40:22
Anders Hall	7	Edited	Other Settings	2	Request access	2022-01-31 16:40:26

On the **Activity log** page, you can review when and who has performed a specific action in your organisation.

3. Under the **Name** heading, you can view the name of the user who has performed an action.

4. Under the **User ID** heading, you can view the ID of the particular user who has performed an action.

**Note:** You can view the **profile** of a colleague by clicking their name or user ID on the Activity log page.

5. Under the **Action** heading, you can view the sort of action that has been done i.e. created, edited, deleted, etc.

6. Under the **Object type** heading, you can view the type of the object that has been created, edited or deleted.

The object type could be a colleague, unit, page, form, checklist, post, etc.

7. Under the **Object ID** heading, you can view the ID that has been assigned to that particular object.

**Note:** You can open the object in its respective module by clicking its **ID** on the **Activity log** page if that particular object is still available on your organisation's internet.

8. Under the **Object name** heading, you can view the name or content of the object (if available).

9. Under the **Time** heading, you can view the date and time when this particular action has been done.

10. You can scroll down the **Activity log** page or use the **Search** field to find an action based on any of the available data/information. [See the User Guide for Search](#)