

30.0 USER LOG SETUP

User Log: The User Log is a report that tracks the activity of all users who have logged onto Command Center. **Only** a person with an **Administrator** level will be able to view the user log.

1. In the toolbar at the top of the screen select **Setup**. Scroll down to **User Log** and click on it (Figure 30.0.1).

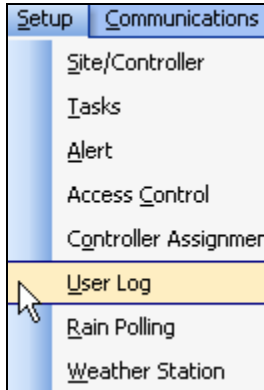


Figure 30.0.1

2. This will take you to the **Users** screen (Figure 30.0.2).

The image shows a 'User Log' report window with a 'Clear Log' button. The report is a table with columns for User, TimeStamp, and Activity. The 'User' column lists 'Richard' for all entries. The 'Activity' column lists various actions such as logging in, deleting tasks, editing controllers, and adding controllers.

User	TimeStamp	Activity
Richard	5/27/2004 2:23:26 PM	User closed command center. (Richard's Laptop)
Richard	5/27/2004 2:18:43 PM	User logged in to Richard's Laptop
Richard	5/27/2004 2:08:23 PM	User closed command center. (Richard's Laptop)
Richard	5/27/2004 2:06:41 PM	Task Deleted [All Tasks, Richard]
Richard	5/27/2004 1:45:22 PM	Edited controller: Weather
Richard	5/27/2004 1:10:31 PM	User Deleted Controller [hay]
Richard	5/27/2004 1:09:45 PM	Added controller: hay
Richard	5/27/2004 1:07:12 PM	Edited controller: Weather
Richard	5/27/2004 12:51:59 PM	User started alerts retrieval [Weather]
Richard	5/27/2004 12:51:41 PM	Added controller: Weather
Richard	5/27/2004 12:48:33 PM	User Deleted Controller [Weather Controller]
Richard	5/27/2004 12:48:22 PM	Edited controller: Weather Controller
Richard	5/27/2004 12:42:21 PM	User started alerts retrieval [Weather Controller]
Richard	5/27/2004 12:42:08 PM	Edited controller: Weather Controller
Richard	5/27/2004 12:39:37 PM	User started alerts retrieval [Weather Controller]
Richard	5/27/2004 12:34:07 PM	User started alerts retrieval [Weather Controller]
Richard	5/27/2004 12:33:50 PM	Edited controller: Weather Controller
Richard	5/27/2004 12:19:10 PM	Added controller: Weather Controller
Richard	5/27/2004 11:59:35 AM	User logged in to Richard's Laptop

Figure 30.0.2

SEE LAST PAGE OF THIS SECTION FOR FULL PAGE REPORT.

3. From the **user list**, Select a user name and click on it. This will allow you to view everything that a user has done within Command Center by date stamp.

CAUTION:

The Clear Log button is only available to users with Administrator login accounts. Pressing this button will clear the entire log for ALL user historical entries.

30.1 USER LOG REPORT CONTENTS

The following is a list of every item on the **User Log** report (Figure 30.0.2).

User: This shows the user that you have selected to look at.

Timestamp: This is the time that the user initiated the item in the activity section.

Activity: This is the particular action that the user initiated.

Clear Log

<All Users>	User	TimeStamp	Activity
John Smith-(Administrator)	Richard	5/27/2004 2:23:26 PM	User closed command center {Richard's Laptop}
Mary-(Standard User)	Richard	5/27/2004 2:18:43 PM	User logged in to Richard's Laptop
Richard-(Standard User)	Richard	5/27/2004 2:08:23 PM	User closed command center {Richard's Laptop}
Tom-(Standard User)	Richard	5/27/2004 2:06:41 PM	Task Deleted [All Tasks, Richard]
	Richard	5/27/2004 1:45:22 PM	Edited controller: Weather
	Richard	5/27/2004 1:10:31 PM	User Deleted Controller [hgy]
	Richard	5/27/2004 1:09:45 PM	Added controller: hgy
	Richard	5/27/2004 1:07:12 PM	Edited controller: Weather
	Richard	5/27/2004 12:51:59 PM	User started alerts retrieval [Weather]
	Richard	5/27/2004 12:51:41 PM	Added controller: Weather
	Richard	5/27/2004 12:48:33 PM	User Deleted Controller [Weather Controller]
	Richard	5/27/2004 12:48:22 PM	Edited controller: Weather Controller
	Richard	5/27/2004 12:42:21 PM	User started alerts retrieval [Weather Controller]
	Richard	5/27/2004 12:42:08 PM	Edited controller: Weather Controller
	Richard	5/27/2004 12:39:37 PM	User started alerts retrieval [Weather Controller]
	Richard	5/27/2004 12:34:07 PM	User started alerts retrieval [Weather Controller]
	Richard	5/27/2004 12:33:50 PM	Edited controller: Weather Controller
	Richard	5/27/2004 12:19:10 PM	Added controller: Weather Controller
	Richard	5/27/2004 11:59:35 AM	User logged in to Richard's Laptop

Empty rectangular box for user log setup.

