Action Log Viewer

Action log viewer enables you to view and keep track of actions carried out in your organization for auditing and administration purposes. You can generate the logs for a specified time and range by applying filter parameters such as module, technician, and level.
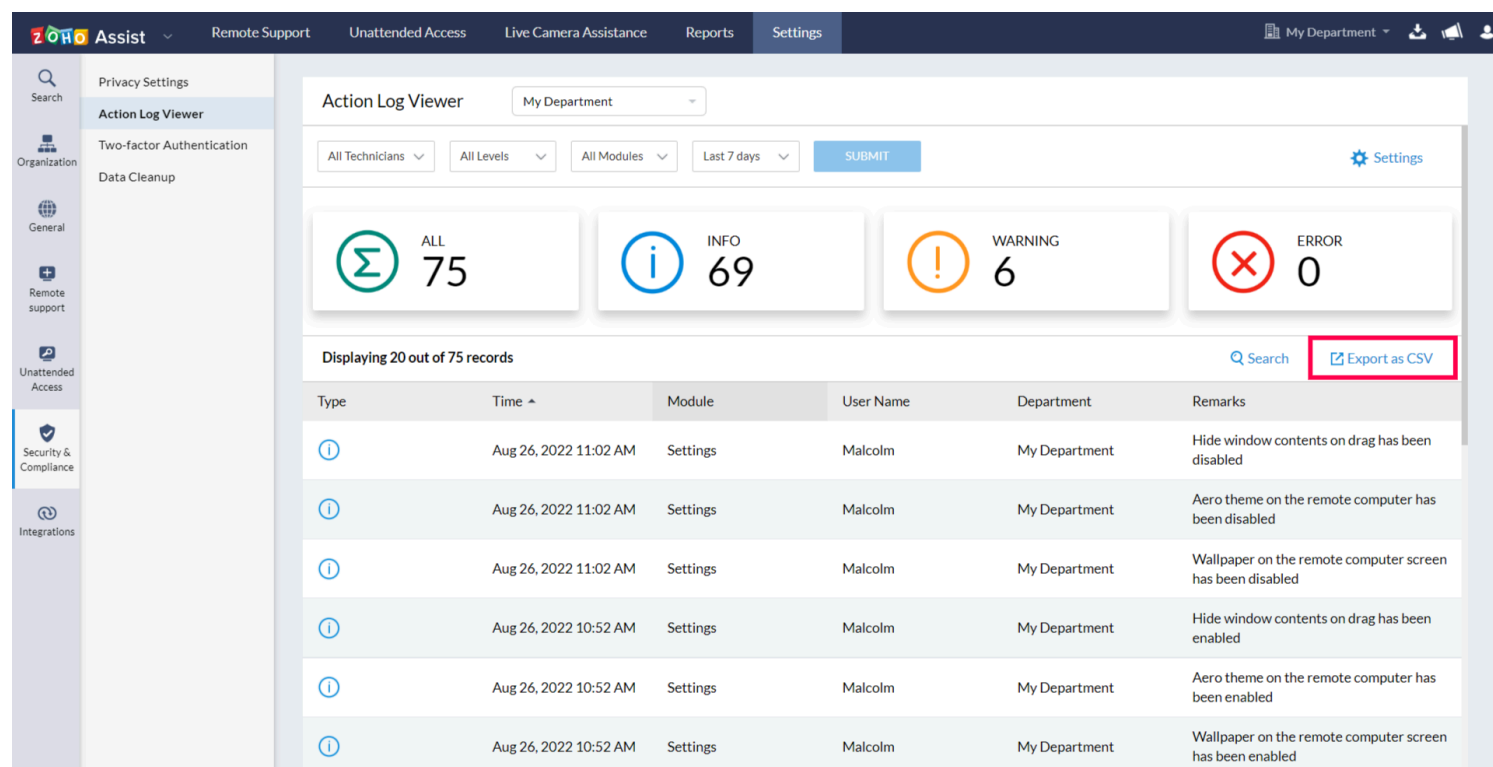
Feature highlights

- View error, warning, and informational messages.
- Filter logs depending on the module, time, technician, and level.
- Export the logs in CSV format.

How to generate and export logs using Action log viewer?

Steps :

1. Go to **Settings**.
2. Choose **Action Log Viewer** under **Security & Compliance**.
3. Apply the necessary filters and click on **SUBMIT**.
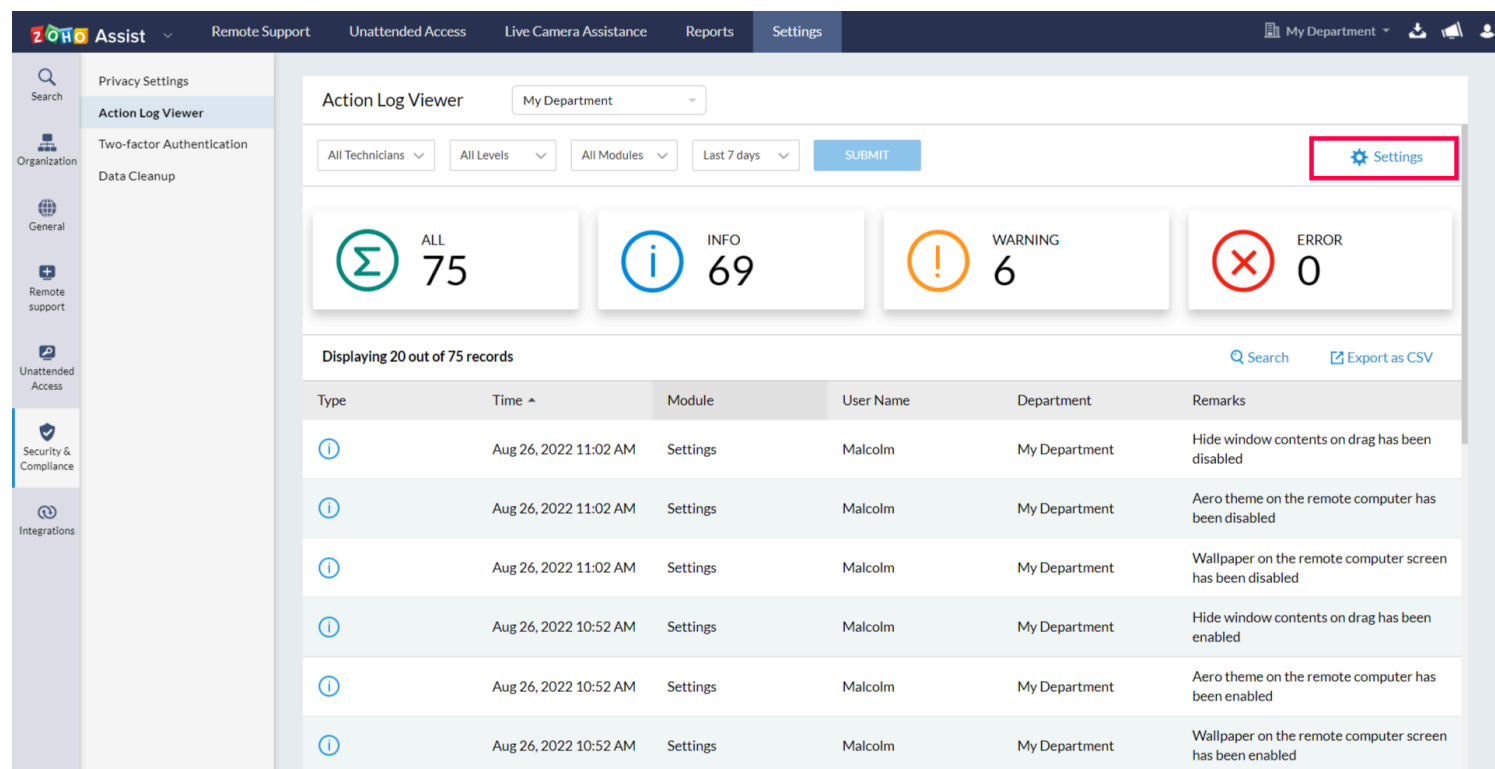4. You can download the generated logs for future reference by clicking on **Export as CSV**.

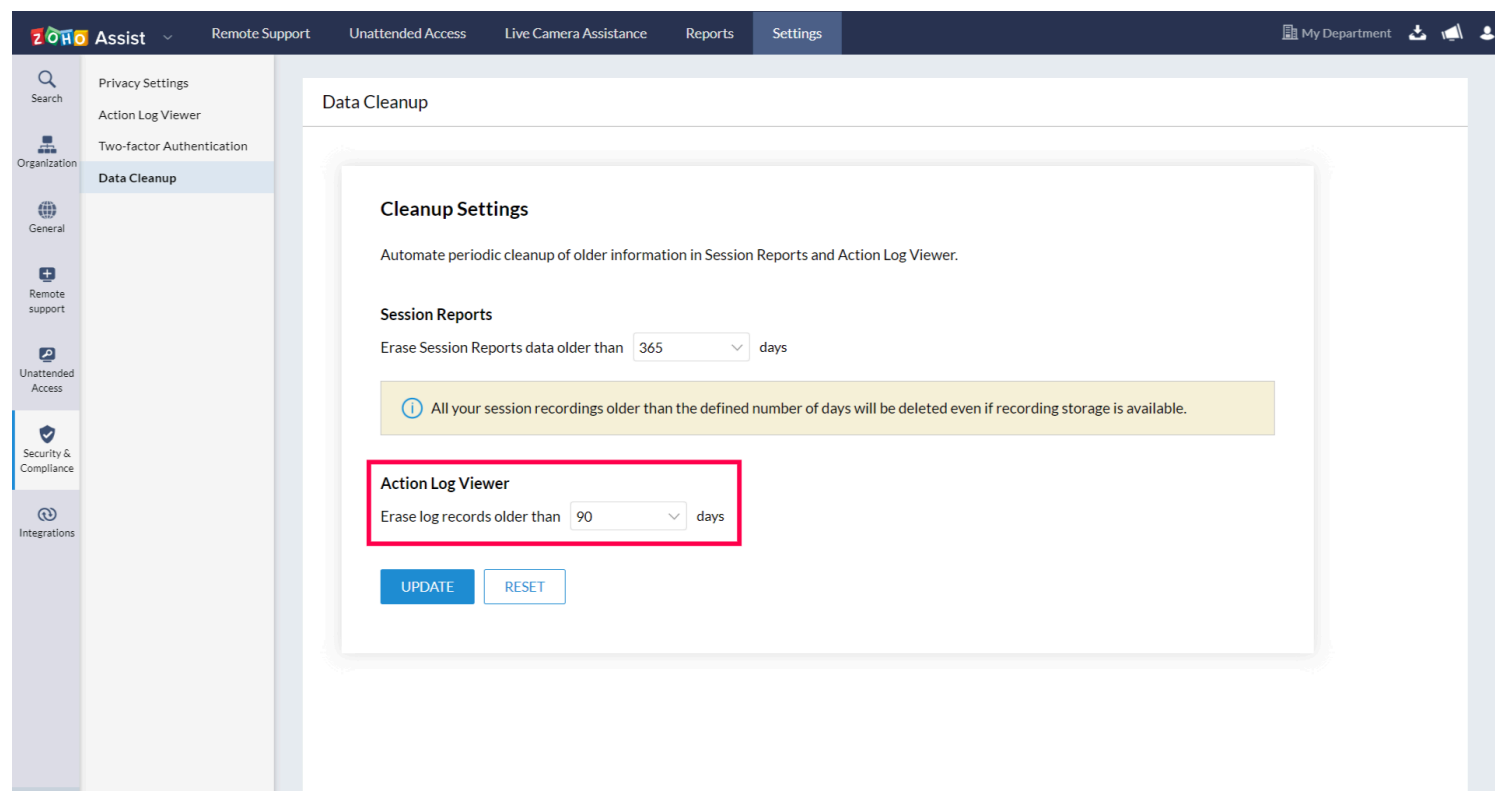# How to setup the number of days up to which action logs should be displayed?

1. Go to Action Log Viewer under **Security & Compliance** and click on **Settings** given at the top right corner of the page.

2. Enter the number of days up to which you want the logs to be displayed and then click **Apply**.

> 📄 **Note:**
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> By default, the log records would be saved up to 90 days.