

GO by Spark - How to see the User Logs?

GO Version: v1.17.1

This guide provides a simple step-by-step process to access the user logs history. By following these steps, users can easily navigate to the system logs section and view important information about the users activity.

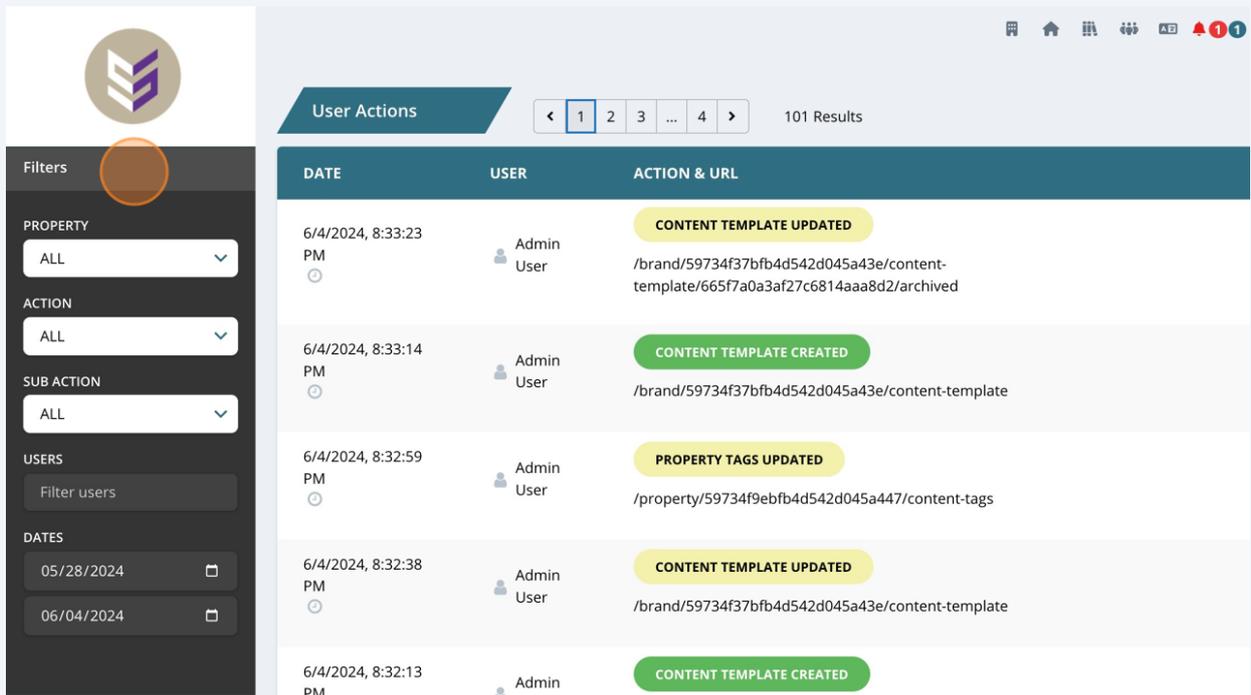
1

Navigate to your GO Software URL and click the user's name. Then click on "System Logs".

The screenshot shows the GO Software interface. At the top right, the user name 'Admin User' is circled in orange. Below the navigation bar, there are tabs for 'Templates' and 'Settings'. The main content area displays a table with the following data:

DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
1	Miami	--	07:00pm	— Events — Venue — Print	📄 📄 🔒
2	At Sea	--	--	— Events — Venue — Print	📄 📄 🔒
3	George Town	08:00am	04:00pm	— Events — Venue — Print	📄 📄 🔒
4	Cozumel	10:00am	06:00pm	— Events — Venue Print	📄 📄 🔒
5	Ocho Ríos	09:00am	05:00pm	— Events — Venue — Print	📄 📄 🔒
6	At Sea	--	--	🔒 Events 🔒 Venue 🔒 Print	📄 📄 🔒

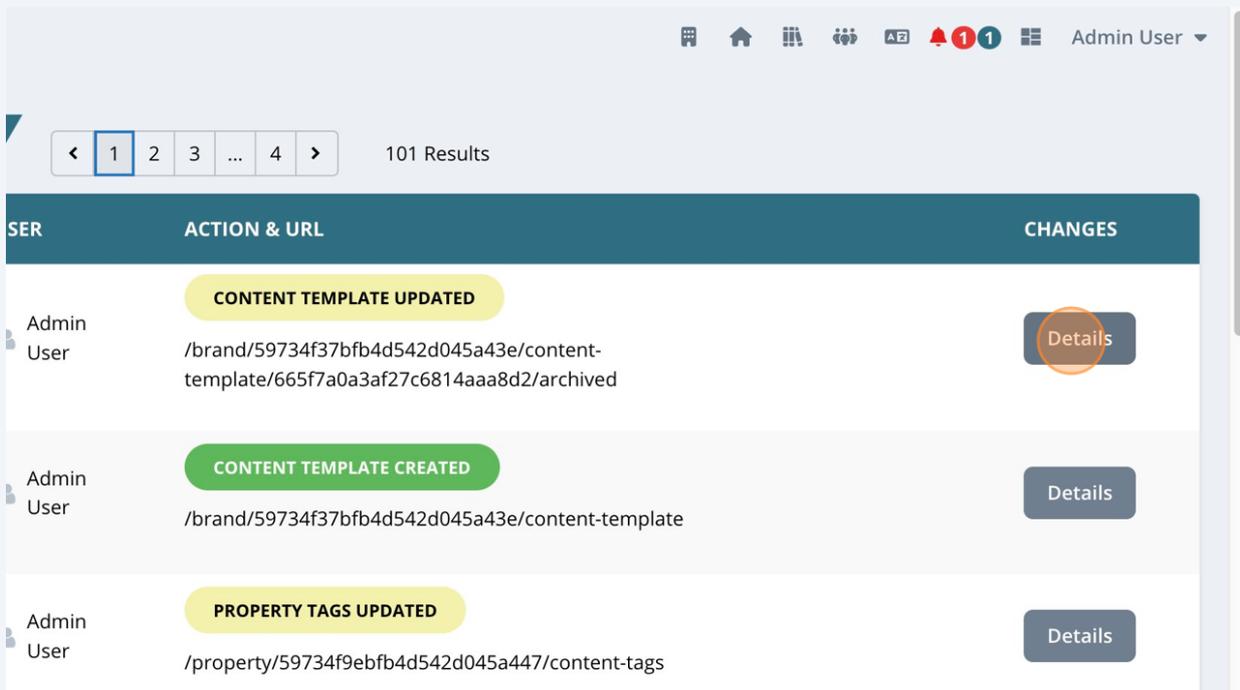
2 Use the filters for better viewing.



The screenshot shows a web application interface with a sidebar on the left containing filter options. The main area displays a table of user actions. The filters on the left include: PROPERTY (ALL), ACTION (ALL), SUB ACTION (ALL), USERS (Filter users), and DATES (05/28/2024, 06/04/2024). The table has columns for DATE, USER, and ACTION & URL. The actions listed are: CONTENT TEMPLATE UPDATED, CONTENT TEMPLATE CREATED, PROPERTY TAGS UPDATED, and CONTENT TEMPLATE UPDATED. A 'Details' button is highlighted on the first row.

DATE	USER	ACTION & URL
6/4/2024, 8:33:23 PM	Admin User	CONTENT TEMPLATE UPDATED /brand/59734f37bfb4d542d045a43e/content-template/665f7a0a3af27c6814aaa8d2/archived
6/4/2024, 8:33:14 PM	Admin User	CONTENT TEMPLATE CREATED /brand/59734f37bfb4d542d045a43e/content-template
6/4/2024, 8:32:59 PM	Admin User	PROPERTY TAGS UPDATED /property/59734f9ebfb4d542d045a447/content-tags
6/4/2024, 8:32:38 PM	Admin User	CONTENT TEMPLATE UPDATED /brand/59734f37bfb4d542d045a43e/content-template
6/4/2024, 8:32:13 PM	Admin	CONTENT TEMPLATE CREATED

3 Click "Details" to view more information about this user's activity.



The screenshot shows the same user actions log as in step 2, but with a 'Details' button highlighted on the first row. The table has columns for USER, ACTION & URL, and CHANGES. The actions listed are: CONTENT TEMPLATE UPDATED, CONTENT TEMPLATE CREATED, and PROPERTY TAGS UPDATED. A 'Details' button is highlighted on the first row.

USER	ACTION & URL	CHANGES
Admin User	CONTENT TEMPLATE UPDATED /brand/59734f37bfb4d542d045a43e/content-template/665f7a0a3af27c6814aaa8d2/archived	Details
Admin User	CONTENT TEMPLATE CREATED /brand/59734f37bfb4d542d045a43e/content-template	Details
Admin User	PROPERTY TAGS UPDATED /property/59734f9ebfb4d542d045a447/content-tags	Details