

GO by Spark - How to see the User Logs?

GO Version: v1.17.1

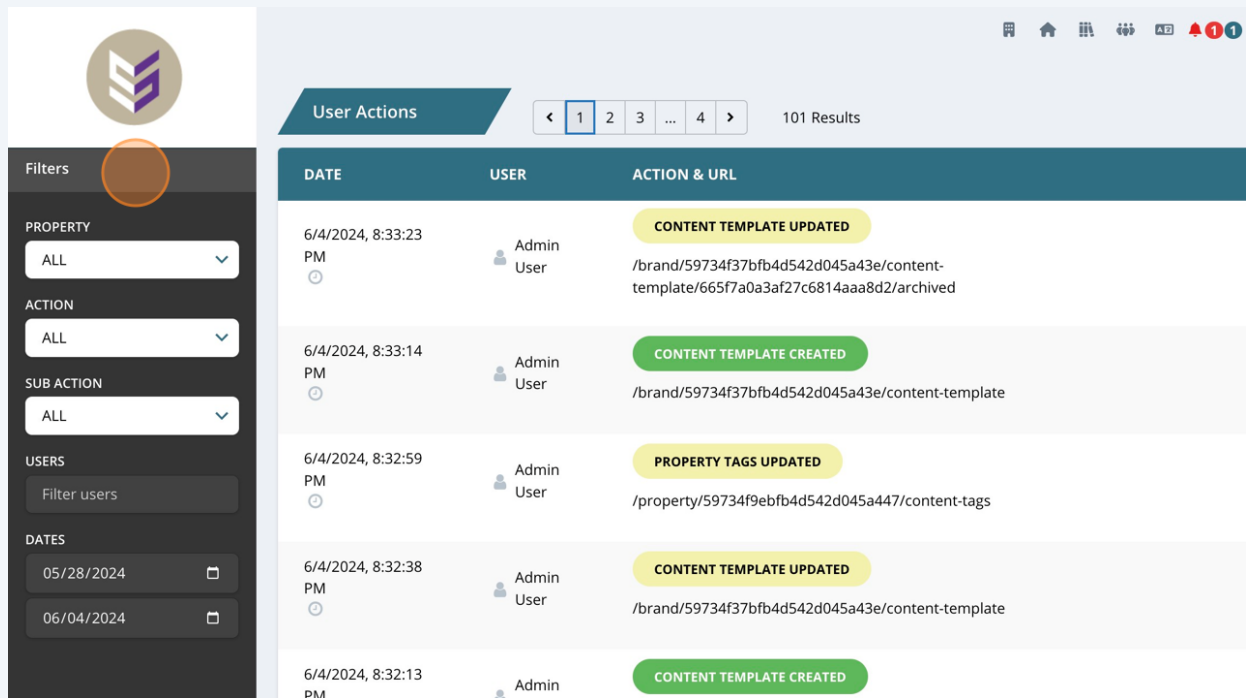
This guide provides a simple step-by-step process to access the user logs history. By following these steps, users can easily navigate to the system logs section and view important information about the users activity.

1

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

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	

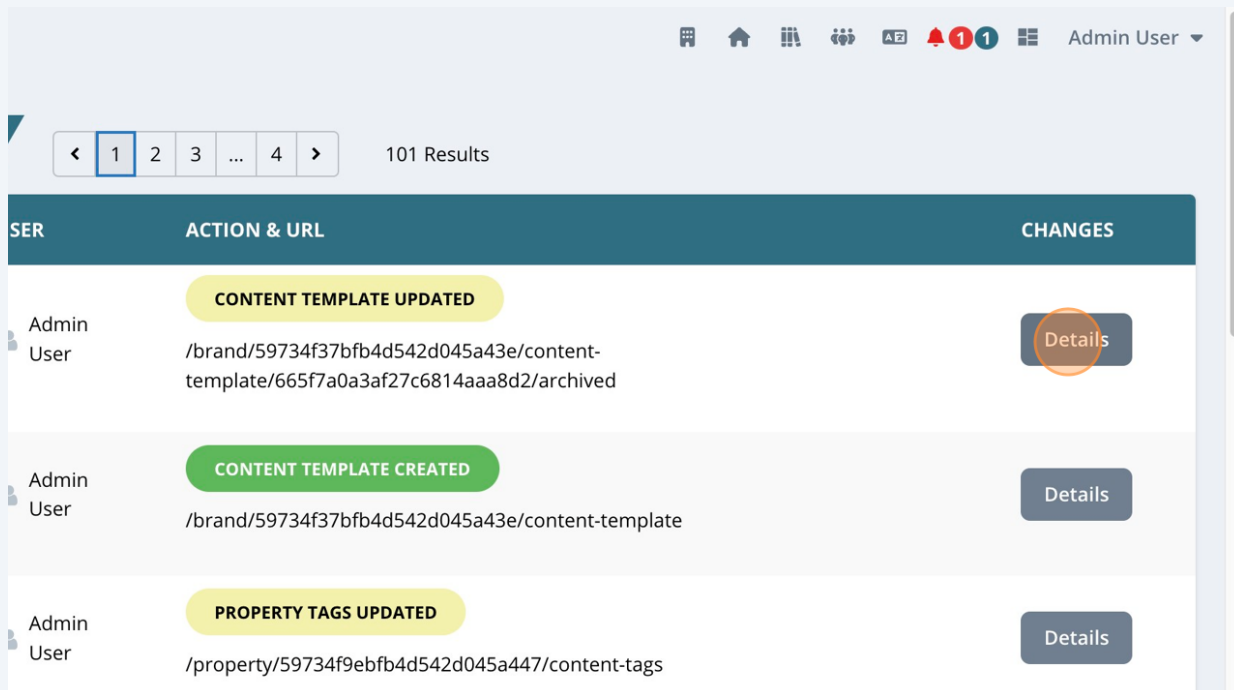
2 Use the filters for better viewing.



The screenshot shows the 'User Actions' page. On the left, there is a 'Filters' sidebar with the following sections: PROPERTY (set to ALL), ACTION (set to ALL), SUB ACTION (set to ALL), USERS (with a 'Filter users' button), and DATES (with two date range buttons: '05/28/2024' and '06/04/2024'). The main table has columns: DATE, USER, and ACTION & URL. The table shows five rows of activity for 'Admin User' on 6/4/2024. The first row is 'CONTENT TEMPLATE UPDATED' at 8:33:23 PM. The second row is 'CONTENT TEMPLATE CREATED' at 8:33:14 PM. The third row is 'PROPERTY TAGS UPDATED' at 8:32:59 PM. The fourth row is 'CONTENT TEMPLATE UPDATED' at 8:32:38 PM. The fifth row is 'CONTENT TEMPLATE CREATED' at 8:32:13 PM. The table indicates '101 Results'.

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 'User Actions' page with the 'Details' button highlighted. The table has columns: USER, ACTION & URL, and CHANGES. The table shows three rows of activity for 'Admin User' on 6/4/2024. The first row is 'CONTENT TEMPLATE UPDATED' at 8:33:23 PM. The second row is 'CONTENT TEMPLATE CREATED' at 8:33:14 PM. The third row is 'PROPERTY TAGS UPDATED' at 8:32:59 PM. The table indicates '101 Results'.

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