

LOGS AND REPORTS

ADMINISTRATION TOOL

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SERVER LOG

WHAT IS THE DIFFERENCE BETWEEN THE SERVER LOG AND THE DESIGN OBJECTS LOGS?

The server log (**Logs and reports > Server log**) offers features similar to those of the **Log** tab of design objects, except that it is only about system objects.

The server log allows you to view the list, entire or filtered, of the operations performed on:

- Users, groups and roles;
- Delegations;
- Interface settings profiles;
- Gargantua databases (from their management screen);
- Portals;
- Resources;
- Storage areas;
- Storage rules;
- Planners;
- Certificates.

LOG ENTRIES TABLE

The table listing the server log entries is as follows:

The screenshot shows the 'Logs and Reports Manager' window. It has a 'Reports' tab and a 'Criteria' section. The 'Criteria' section includes 'Start date' (03/01/2013), 'End date' (03/01/2013), 'User' (empty), and 'Object (user/group/role/database/storage)' (empty). There are also checkboxes for 'Show login/logout events' and 'Only show error audits', and 'Display' and 'Reset' buttons. Below the criteria is the 'Log entries' table.

Object	Date	User	Operation	Flags	Result	Details
	03/01/2013 10:18	Admin	Modify attributes		Success	Dublin;
	03/01/2013 10:18	Admin	Create assignment		Success	Dublin; Michael Fergesson;
	03/01/2013 10:17	Admin	Modify attributes		Success	Michael Fergesson;
	03/01/2013 10:17	Admin	Create assignment		Success	Michael Fergesson; Purchasing;
	03/01/2013 10:17	Admin	Create assignment		Success	Michael Fergesson; Mail;
	03/01/2013 10:17	Admin	Create assignment		Success	Michael Fergesson; Invoices;
	03/01/2013 10:17	Admin	Create		Success	Michael Fergesson;
	03/01/2013 10:16	Admin	Create		Success	Dublin;
	03/01/2013 10:16	Admin	Delete		Success	Salesperson;
	03/01/2013 10:13	Admin	Modify attributes		Success	Administrative Assistant;
	03/01/2013 10:13	Admin	Create assignment		Success	Purchasing Department; Invoi...
	03/01/2013 10:13	Admin	Create assignment		Success	Purchasing Department; Mail;
1	2	3	4		5	6

At the bottom left, there is a 'CSV Export' button and a red number 7.

- Icons indicating the type of the object(s) associated to each operation; the icons used here are the same as those of the left pane of the Administration Tool; there are additional icons corresponding to assignment operations (of a user to a database , of a user to a group , of a role to a database , etc.);
- Date and time when the operation was performed;
- Name of the user who performed the operation;
- Type of operation performed;
- Message indicating whether the operation was performed with success or failed;
- Details of the operation, that is, in this order: name of the objects, additional information, such as the validity date when a delegation is created, error cause if the operation failed;
- Button allowing to export the log entries displayed as a csv table that can be viewed in Excel.

FILTERING THE SERVER LOG ENTRIES

By default, when you access the **Server log** screen, the entries table is empty. To view all or part of the operations performed, you need to set one or more filters in the **Criteria** section.

Proceed as follows:

1. If you want to use time criteria, use the first row of filters.

You can:

- Choose a start date and an end date;
 - Display the log entries for the current week, month or year;
 - Display all the log entries.
2. If you only want to display the operations performed by a given user, select this user in the  **User** field.
 3. If you only want to display the operations on a given object, select this object in the  **Object** field: it can be a user, a group, a role, a database or a storage area.
 4. If you want to display the user logins and logouts to and from the Administration Tool and Web Client, check the **Show login/logout events** checkbox.
 5. If you want to display only the operations that failed, check the **Only show error audits** checkbox.
 6. When you are finished, click the **Display** button.

The log entries meeting the criteria selected now display in the table.

SETTING LOGS MAXIMUM SIZE

SETTING A SERVER LOG'S MAXIMUM SIZE

In the **Server configuration** section of the **Manage server** screen, the **Log size** tab allows you to limit the log size, by deleting the log entries after a certain time, by limiting the number of entries that can be stored or by deleting all the entries at once.

If you do not enable any of these options, the log size will increase indefinitely, which might impact the server performance.

These options apply to the server log (**Logs and reports** > **Server log**), but not to the logs of the different design objects (available in the **Log** tab of each object management screen). The limitation of their number of entries is carried out from the **Log size** tab of the corresponding database management screen.



By default, the “Maximum number of log entries to keep” option is set to 10,000. However, it would be better to use the “Maximum time of log entries to keep” option because it allows you to define the time duration during which you think you need to access the log entries.

If you want to apply a maximum time to keep:

1. Check the **Maximum time of log to keep** checkbox.
2. Select the type of period: **year(s)**, **month(s)**, **week(s)** or **day(s)**.
3. Fill in the corresponding value.
4. When you have made the necessary modifications, in the bottom left corner of the right pane, click the **Apply** button.

The log entries prior to the selected period will be deleted on a regular basis.

If you want to limit the number of log entries to keep:

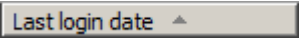
1. Check the **Maximum number of log entries to keep** checkbox.
2. Select a value in the drop-down list or fill in the value of your choice.
3. When you have made the necessary modifications, in the bottom left corner of the right pane, click the **Apply** button.

The oldest log entries will be deleted on a regular basis in order to respect the selected limit.

If you wish to delete at once all the log entries of the server, click the **Purge log** button, and confirm your choice in the dialog that displays.

REPORTS

8 reports on users are available in the **Logs and reports** branch in the left pane of the Administration Tool. They consist in tables:

- **Users connections report:** [table](#) that displays users connections data on all of Gargantua material;
- **Inactive users report:** list of users according to their last login, by ascending or descending date (click the  column header to sort the list);
- **Disabled accounts report:** list of users whose account is disabled;
- **Unsuccessful login attempts report:** list of users that failed to login, with date and cause of failure;
- **EDM users report:** list of users that can access the Document Management module;
- **WF users report:** list of users that can access the Workflow module;
- **IS users report:** list of users that can access the IntelliScan module;
- **MT users report:** list of users that can access the Media Tool module;
- **Traced users report:** list of traced users as well as all the operations they have performed in a specific period.

Each report can be exported as an Excel table using the **CSV Export** button located in the bottom left corner of the right pane.

USERS CONNECTIONS REPORT

The users connections report contains two tabs:

- The **Reports** tab: allows you to view all users connections on every module, or on a given module;
- The **Statistics** tab: allows you to display statistics on users connections on every module, or on a given module.

The behavior of both tabs is the same. Only the entries in the table are different.

By default, when you access the **Users connections report** screen, the entries table is empty. To view all or part of the operations performed, you need to set one or more filters.

Proceed as follows:

1. If you want to use time criteria, use the first row of filters.

You can:

- Choose a start date and an end date;
- Display the log entries for the current week, month or year;
- Display all the log entries.

2. If you only want to display the logins/logouts performed by a given user, select this user in the  **User**

field.

3. If you only want to display the results on a given module, select this module in the  **Connection type** field.
4. If you also want to display guest results, check the **Show guest logs** checkbox.
5. If you want to reset the filters, check the **Reset** button.
6. When you are finished, click the **Display** button.

The log entries meeting the criteria selected now display in the table.

As soon as a user logs in to a module, a new line is displayed in the table.

The **Reports** tab contains the following entries:

- **Username:** name given by the user to log in to Gargantua modules;
- **Real name:** the user's real name, as defined in the **Users** branch;
- **Login date:** date and time at which the user logged in;
- **Logout date:** date and time at which the user logged out;



If the user is still logged in, then "-" is displayed instead of the logout date.

- **Connection time:** time during which the user stayed logged in;



If the user is still logged in, then "-" is displayed instead of the connection time.

- **Address:** address of the Gargantua module to which the user logged in;
- **Connection type:** module to which the user logged in: Administration tool, Web Client, etc.

The **Statistics** tab contains the following entries:

- **Username:** name given by the user to log in to Gargantua modules;
- **Real name:** the user's real name, as defined in the **Users** branch;
- **Last login date:** date and time at which the user last logged in;
- **Last logout date:** date and time at which the user last logged out;



If the user is still logged in, then "-" is displayed instead of the last logout date.

- **Last connection time:** time during which the user stayed logged in for the last time;



If the user is still logged in, then "-" is displayed instead of the last connection time.

- **Total connections:** number of times the user logged in, in total;
- **Total connection time:** user total of login times.