



Action Log Viewer

The action log viewer allows 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

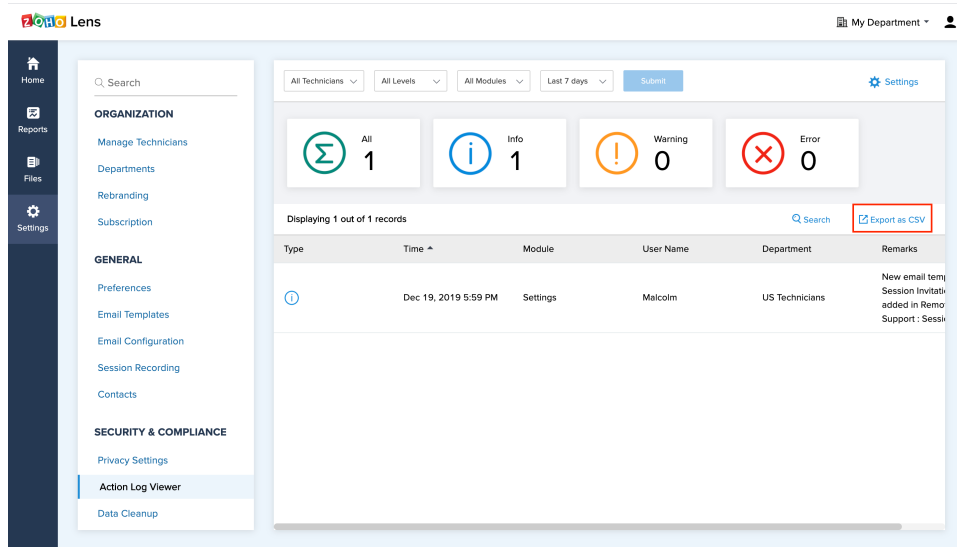
- View error, warning, and information messages.
- Filter logs based on module, time, technician, and level.
- Export the logs in CSV format.

How to generate and export logs using the action log viewer

- Go to **Settings**.
- Select **Action Log Viewer** under *SECURITY & COMPLIANCE*.

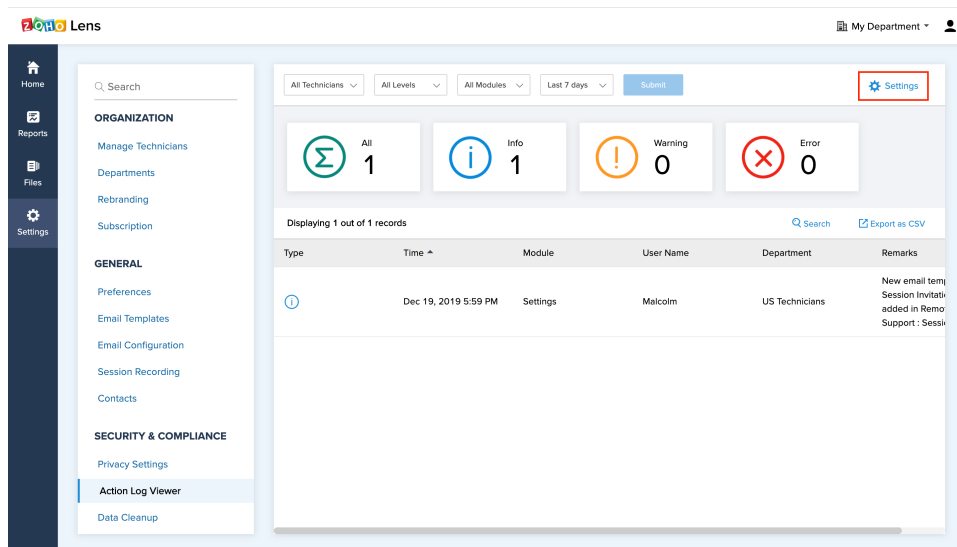
The screenshot displays the Zoho Lens Action Log Viewer interface. At the top, there are filter buttons for 'All Technicians', 'All Levels', 'All Modules', and 'Last 7 days', followed by a 'Submit' button and a 'Settings' gear icon. Below the filters, a summary section shows four categories: 'All' with a count of 1, 'Info' with a count of 1, 'Warning' with a count of 0, and 'Error' with a count of 0. Each category is represented by a colored icon (green for All, blue for Info, orange for Warning, and red for Error). Below the summary, a table displays the log records. The table has columns for 'Type', 'Time', 'Module', 'User Name', 'Department', and 'Remarks'. The first record shows a blue circular icon with an 'i' in the 'Type' column, the time 'Dec 19, 2019 5:59 PM' in the 'Time' column, 'Settings' in the 'Module' column, 'Malcolm' in the 'User Name' column, 'My Department' in the 'Department' column, and 'New email tem... Session Invitati... added in Remo... Support : Sessi...' in the 'Remarks' column. The interface also includes a sidebar on the left with navigation options like 'Home', 'Reports', 'Files', and 'Settings', and a top bar with a search bar and a 'My Department' dropdown.

- Apply the necessary filters and click **SUBMIT**.
- You can download the generated logs for future reference by clicking **Export as CSV**.



How to set the number of days to display action logs for

- Select **Action Log Viewer** under *SECURITY & COMPLIANCE* and click **Settings** in the top-right corner of the page.



- Enter the number of days you want the logs to be displayed for and then click **Apply**.

Note: By default, the log records will be saved for 90 days.