
Chapter 7

Log

7-1 User Activity Log

7-1-1 View/Download

7-1 User Activity Log


7-1-1 View/Download

You can inquire about activity log of COMSUITE Portal users.
It is recommended to regularly check the activity log and to monitor suspicious access and operation.

Steps

1. Select the Menu.

(1) Select [Log] from the Main Menu.



The screenshot shows the COMSUITE Portal interface. The main navigation bar includes 'Administration', 'Log', 'Print Page', 'English', and 'Go'. The 'Log' menu is highlighted with a red dashed box. Below the navigation bar, the 'Global Cash Balance' section is visible, showing a total of 110.0 and various regional balances. A table at the bottom of the page lists user activity logs.

| Country | Market Manager | Japan | ADMIN003 | George Sato | | | |
|------------------|----------------|-------|----------|--------------------------|--|---|-------|
| United States | | | | | | | |
| MCB | Market Manager | Japan | A1234567 | Abcd Elghjk Lmnopqr Corp | | 1 | 8,765 |
| Financial Center | | | ADMIN001 | George Sato | | | |
| Netting | | | | | | | |

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2. Enter the search criteria.

[User Activity Log: Select User] page

- (1) Enter the date range to view and select users.

For details of each field, see the following "Search Criteria Description".

- (2) When downloading the activity log, click on [Download] button to save the data in a location you want.

For details of the file layout, see:

Appendix-1-1 User Activity Log

End of User Activity Log Download

- (3) When viewing the activity log, click on [View] button.



Up to 1,000 records of activity log can be displayed.

Search Criteria Description

- The "*" symbol displayed on the screen indicates a mandatory field.

| Field | Description | Remarks |
|---|---|---|
| Search Criteria (Data Retention Period: 13 months) | | |
| Date Range [JPN] (From / To) * | Specify a range of date and time to inquire the log. | Specify dates between the first day of the month thirteen months ago and the present day. |
| User List | | |
| All | Tick [All] checkbox if selecting all the items in the list. Untick [All] checkbox if canceling to select all the items. | |
| COMSUITE User ID | Displays COMSUITE User ID. | |
| COMSUITE User Name | Displays COMSUITE User Name. | |

3. Confirm the contents.

[User Activity Log: List] page

(1) Confirm the contents of the user activity log.

For details of each field, see the following "Screen Field Description".



Click on [PDF] button to download the activity log in the PDF format.

For details of the PDF report layout, see:

Appendix-2-2 User Activity Log



Click on [Back to User List] link to return to the previous [User Activity Log: Select User] page.

End of User Activity Log View

Screen Field Description

| Field | Description | Remarks |
|---------------------|--|---------|
| Activity Log | | |
| COMSUITE User ID | Displays COMSUITE User ID. | |
| COMSUITE User Name | Displays COMSUITE User Name. | |
| Date / Time | Displays the operation date and time. | |
| Transaction | Displays the operation. | |
| Remarks | Displays the additional information of the operation. | |
| Error Message | Displays the error message during the operation, if any. | |