Chapter 7
Log

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.

Top Page

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

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.	

MUFG

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.	