

Cobweb CORE Action Log

Last Modified on 12/11/2019 11:14 am GMT

The Action Log within Cobweb CORE keeps an audit of all activity which has taken place within your CORE control Panel.

Action Log

1. To view the Action Log navigate to <https://core.cobweb.com> and login as an Administrator
2. Click Account in the left navigation pane, then Action Log



You will now be presented with a table containing the below information

- Date the Action took place
- The Action which was undertaken
- The status of each Action
- The user who completed the Action
- What services the Action was in relation to

An example can be seen below

Action Log

This is a list of all actions performed by all users registered in your account.

1-40 of 42 Next Page   Show Search

DATE	ACTION	STATUS	USER	SERVICES
Jun 14, 2018, 11:00 AM	Failed to add Payment Method	● FAILED	System	
Jun 14, 2018, 10:56 AM	Order CUKCH000009 Processed Upgrade/Downgrade of Resources. Order Total: £0.00	● COMPLETED	System	
Jun 14, 2018, 10:56 AM	Subscription Resource Limits Changed Exchange Online Kiosk	● COMPLETED	Cobweb Support	Account
Jun 14, 2018, 10:56 AM	Processing Order CUKCH000009 Upgrade/Downgrade of Resources. Order Total: £0.00	● IN PROGRESS	System	
Jun 14, 2018, 10:56 AM	Changing Subscription Resource Limits Exchange Online Kiosk	● IN PROGRESS	Cobweb Support	Account
Jun 14, 2018, 10:12 AM	User Deleted Test User	● COMPLETED	Cobweb Support	User Management
Jun 14, 2018, 10:12 AM	Removed Office 365 Service from Test User Test User	● COMPLETED	Cobweb Support	Office 365
Jun 14, 2018, 10:12 AM	Removing Office 365 Service from Test User Test User	● IN PROGRESS	Cobweb Support	Office 365
Jun 14, 2018, 10:11 AM	User Activated Test User	● COMPLETED	Test User	User Management
Jun 14, 2018, 10:10 AM	Order CUKCH000008 Processed Upgrade/Downgrade of Resources. Order Total: £1.75	● COMPLETED	System	
Jun 14, 2018, 10:10 AM	Assigned Office 365 Licenses to Test User "Exchange Online Kiosk GBP"	● COMPLETED	System	Office 365

Assigning Office 365 Licenses to Test User

You can also search for Actions within the log files. Simply click **Show Search** which is highlighted below



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By clicking **Show Search**, you can filter by Date and Status which will help refine your search results.

Date	Action	Status	User	Services
From <input type="text"/>  - To <input type="text"/> 	<input type="text"/>	All <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="SEARCH"/>		<input type="button" value="RESET SEARCH"/>		