

# PowerDMS®

## Understanding the Event Log

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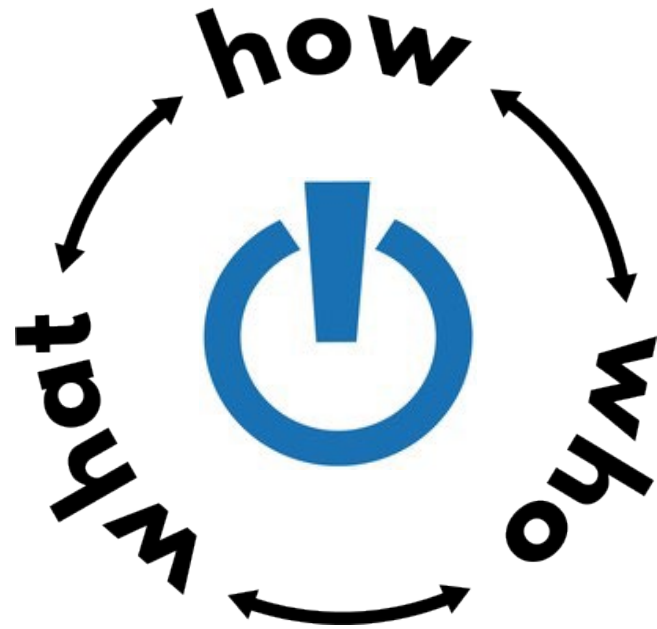
# Amanda Bradford

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# Agenda

Provide understanding of the



of your PowerDMS Event Log

# A few things to mention...


- This session is being recorded.
- The recording will be emailed to you automatically.
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# Objectives

**In today's session you will identify how to:**

- ✓ Provide access to the event log for relevant personnel
  - ✓ Locate the event log
  - ✓ Evaluate information provided from the event log
  - ✓ Use common event log details that support administrators
- 



# Scenario # 1

**Administrator needs to confirm if a user has ever logged into their PowerDMS site, and if so, the last time they have logged in.**

1. Search Type: Event log
2. Enter known data
  - a. Event Type: Login
  - b. Source Username
3. Search





# Scenario # 2

**Administrator needs to confirm if a user(s) has viewed a document.**

1. Search Type: Event log
2. Enter known data
  - a. Event Type: DocLoad
  - b. Document Name
3. Search





# Scenario # 3

**Administrator needs to confirm what documents a user has acknowledged with a signature.**

1. Search Type: Event log
2. Enter known data
  - a. Event Type: DocSign
  - b. Source Username
3. Search





# Scenario # 4

**Administrator needs to confirm who modified the homepage?**

1. Search Type: Event log
2. Enter known data
  - a. Event Type: SiteModified
  - b. Search Phrase: Logo
3. Search



# Scenario # 5

**You need to confirm the general activity of a user.**

1. Search Type: Event log
2. Enter known data
  - a. Source Username
  - b. Time frame of evaluation
3. Search





If after the session, please reach out to [trainingteam@powerdms.com](mailto:trainingteam@powerdms.com)!

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