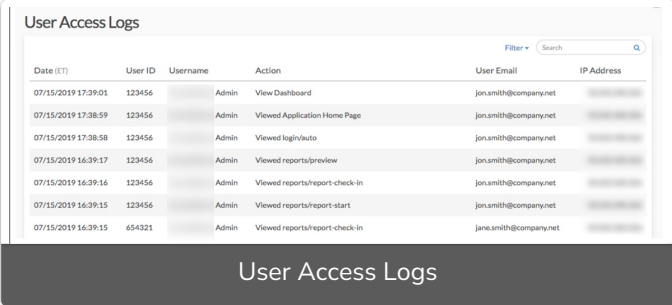


# User Access Logs

Do you need to see what users are doing in your Alchemer account? As an Account Administrator, users can review access logs for all activity in their account under **Security > Access Logs**.

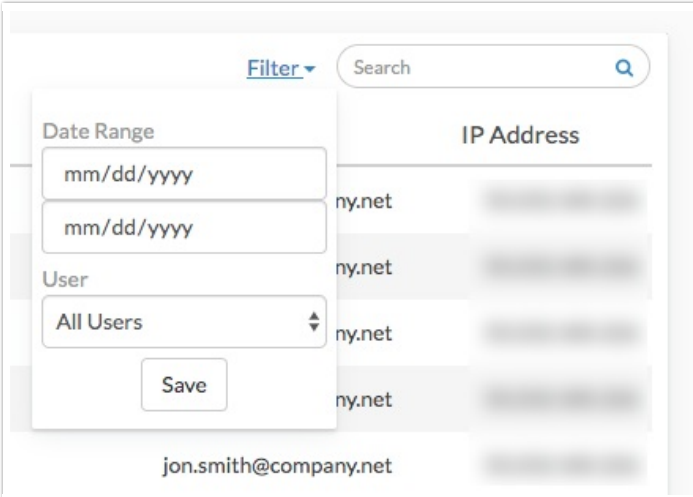
This report will include a date and time stamp, the User ID, Username, Action, User Email, and the IP Address for all actions in your account.



Date (ET)	User ID	Username	Action	User Email	IP Address
07/15/2019 17:39:01	123456	Admin	View Dashboard	jon.smith@company.net	
07/15/2019 17:38:59	123456	Admin	Viewed Application Home Page	jon.smith@company.net	
07/15/2019 17:38:58	123456	Admin	Viewed login/auto	jon.smith@company.net	
07/15/2019 16:39:17	123456	Admin	Viewed reports/preview	jon.smith@company.net	
07/15/2019 16:39:16	123456	Admin	Viewed reports/report-check-in	jon.smith@company.net	
07/15/2019 16:39:15	123456	Admin	Viewed reports/report-start	jon.smith@company.net	
07/15/2019 16:39:15	654321	Admin	Viewed reports/report-check-in	jane.smith@company.net	

## Filtering and Searching

In the upper-right corner click the **Filter** option to filter by a date range and/or the specific user. There is also a search field that can be used to search by a user ID or survey ID.



Filter Search

Date Range

mm/dd/yyyy

mm/dd/yyyy

User

All Users

Save

IP Address

ny.net

ny.net

ny.net

ny.net

ny.net

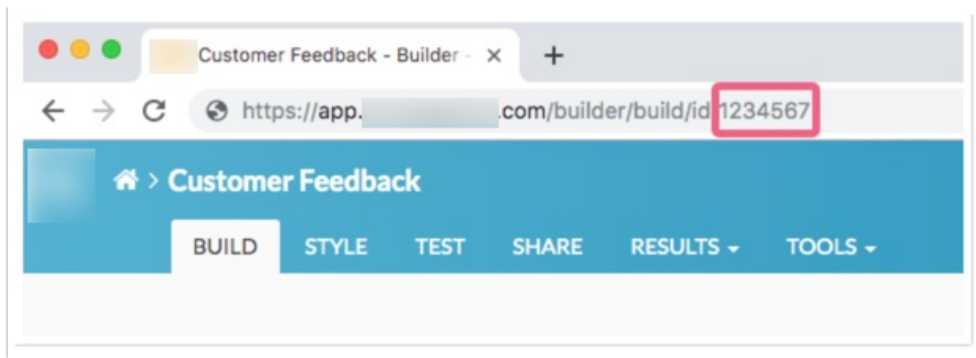
jon.smith@company.net

## Where do I find these IDs?

Throughout the User Access Logs, there will be many IDs. Not sure where to find these?

### Survey ID

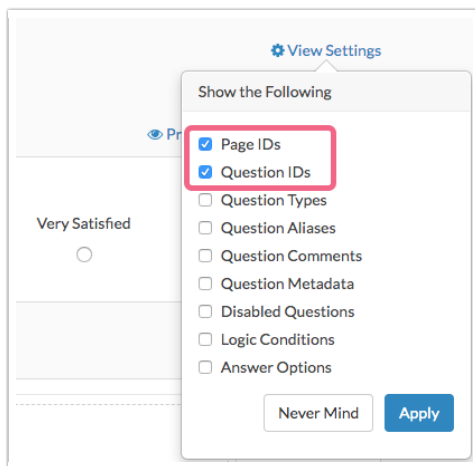
To get the Survey ID take a look at the URL while you are on the **Build** tab. The number that follows */id/* is your survey ID.



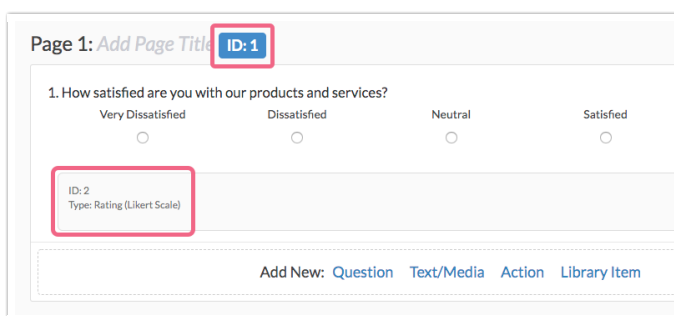
## Question & Page IDs

Question and Page IDs are available on the **Build** tab.

1. Click the link to **View Settings**.
2. Select **Page IDs** and **Question IDs** then **Apply**.



The Page IDs and Question IDs will display throughout the survey.



## User IDs

User IDs can be found by accessing **Account > User Management > Users**. Once there, click on the **Export Users List** link at the bottom of the page. The **resulting spreadsheet** will contain a **UserID** column.

## Limitations

Only 90-days of history will be available for viewing.

## FAQ

### **Can I download the User Access Logs?**

No, at this time User Access Logs are available online only.

Related Articles