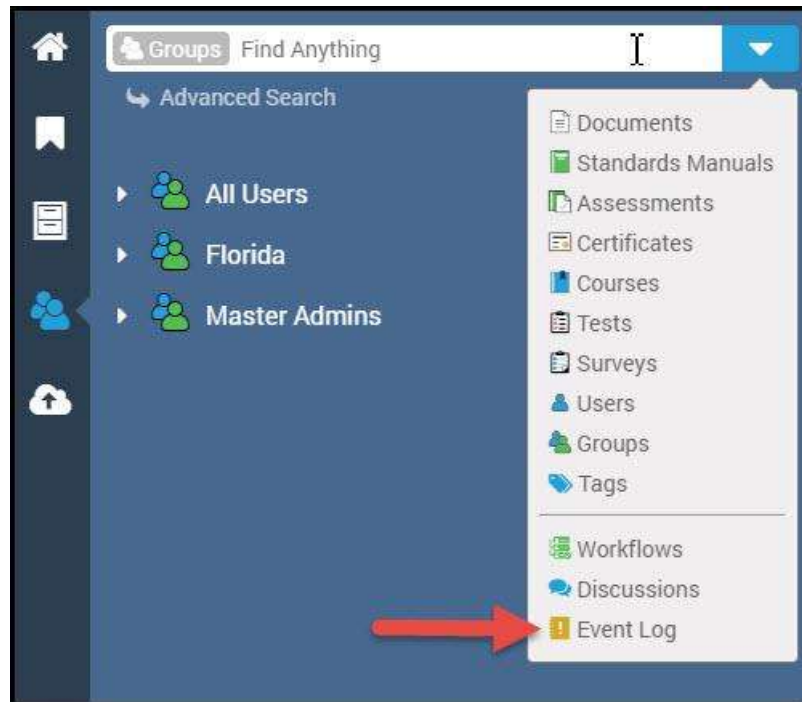


## Finding Your Event Logs

Only Master Administrators, or users with **Search Event Log Privileges** can view the event log. To find your event logs, go to the drop-down menu under your **Find Anything** search bar and choose **Event Log**.



## Events Found in Your Event Log

Event Type	Description	PowerDMS Category
AcceptSA	User Accepted Site Agreement	General
AcceptTOS	User accepted Table of Contents	General

Event Type	Description	PowerDMS Category
ActivateSeat	User was activated in the seat	Course
ActivSeat	User was activated in seat	Course
ActiveSeatEnrollment	Enrollment for user with seat, was activated in course	Course
AddSeat	User was approved and enrolled in seat	Course
AddSection	Section number was created in a course	Course
AttributesChanged	The distribution for 1 users or groups was affected with respect to their requirement of document (When assignments are changed from the assignments tab of a document).	Document
CustomizeSectionFees	Fees for CourseID X were copied and made customizable for SectionID Y	Course
DelCert	CertificateID was removed from CourseID	Certificate
DelComment	FeedbackID X was deleted	Document
DelCourse	Course X was deleted	Course
DelCourseCert	CertIDX was removed from Course ID Y	Certificate/Course
DelDoc	The Document [Name] was deleted	Document
DeleteAlertRule	Alert rule with ID X was deleted	Administration

Event Type	Description	PowerDMS Category
DeleteCourseElement	Course element of name X and CourseElementID Y was deleted	Course
DeleteFee	Fee X for course Y was deleted	Course
DeleteGroup	GroupID Groupname [name] was deleted	Administration
DeleteTestQuestion	TestQuestionID was deleted from test [name]	Test
DeleteUserFile	Deleted FileID X for user Y	Administration
DelGroupCertExpRule	Expiration rule for GroupID, CertificateID was deleted	Certificate
DelSeat	SeatID # was removed CourseID, SectionID	Course
DelSection	Section# of Course # [name] was deleted	Course
DelSurvey	Survey: [name] was deleted	Survey
DelTest	Test # was deleted	Test
DelUser	User was deleted from PowerDMS	Administration
DelUserCert	User certificate ID # was deleted	Certificate
DocConvert	document X was converted to alternate format	Documents
DocLoad	User X loaded document Y for viewing	Documents
DocRevFilesLock	Used when document is being edited through PowerDMS Author	Documents

Event Type	Description	PowerDMS Category
DocRevFilesUnlock	The files for this document revision have been unlocked	Documents
DocSearch	User searched for document (Search parameters will be shown)	Documents
DocSign	Sign document/ Doc Sign using inbox sign all (will be indicated)	Documents
DocumentExportCreated	Document export process created	Administration
DocumentExportFailed	Document export process failed	Administration
DocumentExportFinished	Document export finished	Administration
DocumentExportStarted	Document export has started	Administration
DocRevisionCreatedFromPublisherSite	New document revision '12345' created via import from a publisher site.	Content Hub
FileConnectDoc	New file '1234' was uploaded and attached to DocumentRevision 'XYZ'	Content Hub
DocumentTagged	Document [name] was tagged with X	Documents
DocumentUntagged	The tag X was removed from Document [name]	Documents
DocWorkflowApproved	A document was approved by a workflow user StepID#	Document
NewAssessment	A new assessment was created.	Assessments

Event Type	Description	PowerDMS Category
RoleAssigned	A user was assigned a role within an assessment.	Assessments
NewDocumentRevision	New document revision was created	Document
RenameDoc	Document was renamed - shows "old" and "new" name	Document
LoginPass	User successfully logged in to PowerDMS	General
LoginFail	User unsuccessfully attempted login to PowerDMS	General
Inbox	User accessed inbox	General
ModAlertRule	Email alert was modified or changed	Administration
SeatAccessedOnlineCourse	User accessed section of online course	Course
SeatStartedCourse	User started course	Course
AttributesChanged	The distribution or security for [# of users] was affected to item X (details will be included)	General
AwardUserCert	User was awarded certificated	Certificates
AssessmentNodeStatusSet	Status of a standards assessment task was set/changed.	Standards
CloseAssessment	Assessment X was closed	Standards
CopiedAttachments	Attachments [list of IDs] were copied from Assessment ID# to Assessment ID#	Standards

Event Type	Description	PowerDMS Category
ChangeArchiveOnDateTime	Changed the scheduled archival time to X or cleared the archival date/time	Document
EmailUpdated	User email address was updated	General
ModifyUserCert	User's certificate was modified	Certificates
ModCourse	Course # updated	Courses
ModAlertRule	Alert rule with issID# enabled/disabled	Administration
Logout	User logged out of PowerDMS	General
MarkSeatFailed	Seat # in Section ID # was marked as failed.	Courses
MarkSeatPassed	Seat # in Section ID # was marked as passed	Courses
ManualSubscribed	A manual was subscribed to through Standards Manual Communities	Standards
GroupCreated	<ul style="list-style-type: none"> <li>• <b>Group [name] created and linked to jobtitle/location</b></li> <li>• <b>Group [name] was created</b></li> </ul>	Administration
FileUpload	User created CourseElement# and uploaded file [name] to it	Course
CertificateFileUpload	User uploaded FileID X as a certificate file for CertificateID#	Certificates

Event Type	Description	PowerDMS Category
FileConnectDoc	<b>New file was attached</b> to document revision	Documents
PublicAccessRevokedforDoc	User 'XYZ' made Document 'ABC' accessible to anyone with a link.	Documents
PublicAccessEnabledforDoc	User 'XYZ' revoked public access to Document 'ABC.'	Documents
SaveDoc	<ul style="list-style-type: none"> <li>• <b>New document</b> created</li> <li>• <b>Revision date</b> changed</li> <li>• <b>Effective date</b> changed</li> </ul>	Documents
UpdateUser	<ul style="list-style-type: none"> <li>• <b>Master admin privilege</b> was granted/removed for user.</li> <li>• <b>Changes in privileges</b> were made for user.</li> </ul>	Administration
SiteModified	<ul style="list-style-type: none"> <li>• <b>Site Agreement</b> has been modified.</li> <li>• <b>Document Sign Agreement</b> has been modified.</li> <li>• <b>Inbox Sign All Agreement</b> had been modified.</li> </ul>	Agreements
SiteModified	<ul style="list-style-type: none"> <li>• <b>Site data</b> has been changed.</li> </ul>	Administration

Event Type	Description	PowerDMS Category
	<ul style="list-style-type: none"> <li>• <b>Site SSO setting</b> has been modified to “none” or “on.”</li> </ul>	
SiteModified	<ul style="list-style-type: none"> <li>• Document Settings - Show <b>Download Button</b>: Enabled or Disabled</li> <li>• Document Settings - Show <b>Print Button</b>: Enabled or Disabled</li> <li>• Document Settings – Show <b>Compare Button</b>: Enabled or Disabled</li> <li>• Document Settings – Show <b>Confirmation</b>: Enabled or Disabled</li> <li>• Document Settings - Show <b>Document Links from History</b>: Enabled or Disabled</li> <li>• Document Settings - Show <b>Open in New Window</b></li> </ul>	Documents

Event Type	Description	PowerDMS Category
	<p><b>Button:</b> Enabled or Disabled</p> <ul style="list-style-type: none"><li>• Document Settings - <b>Show New Documents in a Browser Friendly Way:</b> Enabled or Disabled</li></ul>	