

# How to view logs of admin/staff actions in Endpoint Manager

Click 'Dashboard' > Audit Logs'

- Endpoint Manager logs all actions taken on managed devices by admins and staff. These logs can be useful when troubleshooting issues.
- Example logged actions include:
  - Add, update or remove users / user groups
  - Send password recovery mails to users
  - Add or remove devices / device groups
  - Apply a security profile
  - Create or edit a profile
  - Package installations
  - Remote take-over sessions
  - Changes to containment settings
  - Remote file transfers
  - Auto-removal of old / duplicate devices
  - Remote execution of command line and powershell commands
  - Generate reports
- Each log entry is accompanied with details such as the staff member who applied the action, the affected device, the action taken, and more.
- Audit logs are maintained for up to a year for PCI-DSS compliance.



The logs screen shows activities in chronological order.

- **Staff** - Username of the admin or staff member who performed the action.
- **Event Name** - The action executed. Examples include user enrollment and update, device enrollment, profile update, remote installation of packages, remote take-overs, remote tools sessions and device removals.

- **Affected Object** - The device, device group, profile, procedure or filegroup which was the target of the action.

- Click the name to view more details about the item.

- **Old Value** - The setting or value before the action was implemented.

For example, if a Comodo package is remotely updated, the old version number of the package is shown here.

- **New Value** - The setting or value after the action was implemented.

For example, if a Comodo package is remotely updated, the version number of the new package is shown here.

- **Extra Info** - Additional details about the action. These include devices on which the procedure was run, installation parameters, profiles applied/removed, malware quarantined, scans run and so on.

Script or patch procedures - Click 'Selected Devices' to view the devices on which the procedure was run.

- **Session ID** - String that identifies the connection session between the device and the EM server during the action.

- **Log Creation Date** - Date and time of the event.

Use the filters to view events of a specific type, events that affected a specific object, and more:

- Click the funnel icon at the top right.



You can filter items by various criteria or search for specific events.

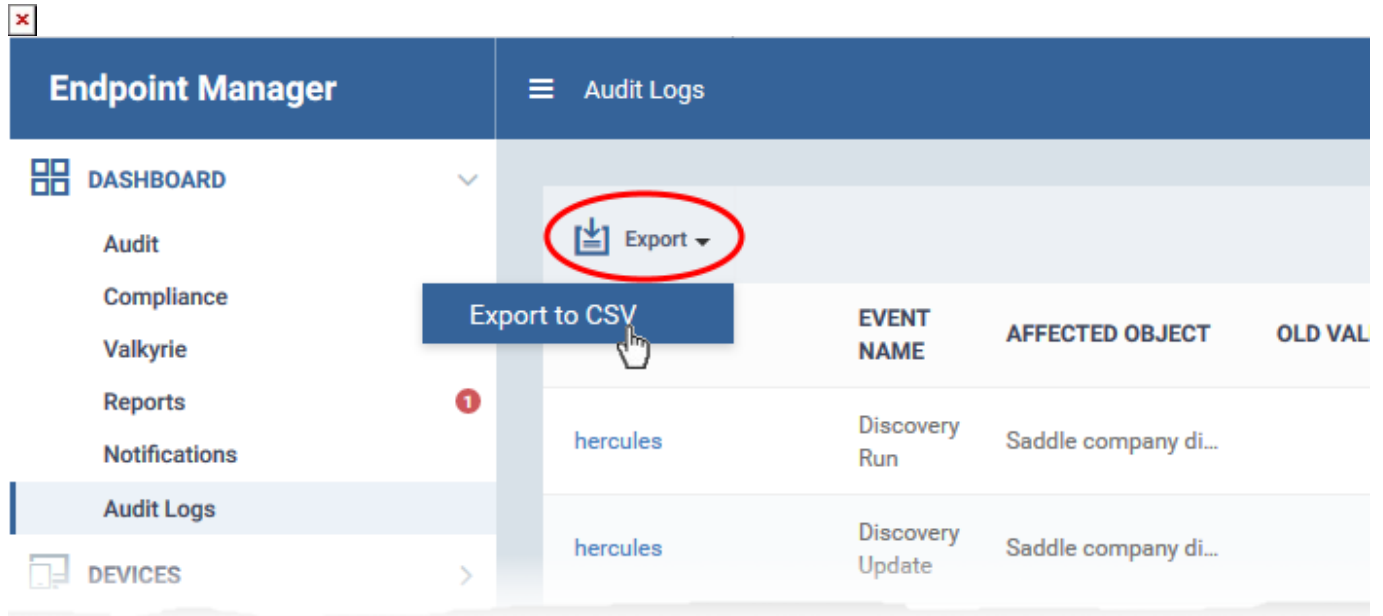
- **Component name** – Select whether you want to view the events from the EM portal or from the Remote Control sessions handled by admins and staff.
- **Source** – Select the category of objects affected by the actions for which you want to see the logs
- **Event name** - Select the type of action
- **Affected object** – Enter the label of the user, user group, device, device group, profile, procedure or file group affected by the event
- **Old Value** – Type a value string to view events where that value was changed.
- **New Value** - Type a value string to view events where that value was implemented
- **Extra info** – Enter additional details about the actions for which you want to see the logs.
- **Session ID** – Enter the connection session identification string of a device to view only the actions executed during that session

Select your filter criteria and click 'Apply'.

## Generate Log Reports

You can generate a log report for up to the past 90 days.

- Click 'Dashboard' > 'Audit Logs'.
- Click the funnel icon to filter which records are included in the report.
- Click 'Export' above the table then choose 'Export to CSV'.



The screenshot shows the 'Endpoint Manager' interface. On the left is a navigation sidebar with 'Dashboard' selected. The main area is titled 'Audit Logs'. Above a table, there is an 'Export' button with a download icon, which is circled in red. A dropdown menu is open from this button, showing 'Export to CSV' as the selected option. The table below has columns for 'EVENT NAME', 'AFFECTED OBJECT', and 'OLD VAL'. Two rows are visible, both with 'hercules' in the 'EVENT NAME' column and 'Saddle company di...' in the 'AFFECTED OBJECT' column. The first row has 'Discovery Run' as the event name, and the second row has 'Discovery Update'.

EVENT NAME	AFFECTED OBJECT	OLD VAL
Discovery Run	Saddle company di...	
Discovery Update	Saddle company di...	

- Go to 'Dashboard' > 'Reports' to download the report.
- See [this page](#) for more advice on reports.