

User Logs

Overview

User Logs is a system-wide audit trail that tracks every action taken by every user in the CRM — who did what, when, and on which item. Accessible from **Roles & Users → User Logs**.

What You See

Column	Description
Name	The user who performed the action.
Role	The role assigned to that user.
Action	The module or area where the action took place (e.g., users, roles, leads).
Info	A description of the specific action (e.g., "Admin visited users main page", "Admin Visit user edit page with name Sales Agent").
Date	The date and time the action was recorded.
Item Name	The specific item that was acted on, if applicable (e.g., a user name, a lead name). Shown as N/A if not applicable.

Filters
▼

Role: NONE SELECTED

Date From: From

User: NONE SELECTED

Date To: To

Actions: NONE SELECTED

FILTER
RESET FILTER

USERS LOG All

Search...

SELECT SORTING METHOD ▼

EXPORT

Name	Role	action	info	date	Item name
Admin	Super Admin	users	Admin visited users	2026-07-01 15:41:53	N/A
Admin	Super Admin	users	Admin visited users	2026-07-01 15:40:31	N/A
Admin	Super Admin	users	Admin Visit user edit page with name Sales Agent	2026-07-01 15:40:24	Sales Agent
Admin	Super Admin	users	Admin visited users main page	2026-07-01 15:40:15	N/A
Admin	Super Admin	users	Admin visited users	2026-07-01 15:38:40	N/A
Admin	Super Admin	users	Admin visited users create page	2026-07-01 15:38:34	N/A
Admin	Super Admin	users	Admin visited users main page	2026-07-01 15:37:49	N/A
Admin	Super Admin	roles	Admin visited roles create page	2026-07-01 15:36:51	N/A
Admin	Super Admin	roles	Admin visited roles main page	2026-07-01 15:35:45	N/A

Available Filters

Filter	Description
Role	Filter by the role of the user who performed the action.
User	Filter by a specific user.
Actions	Filter by action type.
Date From / Date To	Filter by date range.

Available Actions

- **Search** — search across the log entries.
- **Select Sorting Method** — change the sort order of results.
- **Export** — export the log as a file.

“ 🔍 Use User Logs to audit system activity, investigate a specific action, or monitor what users are accessing and changing in the CRM.