

Account Activity Tracking

Account owners and admins can get a bird's-eye view of account activity from the Activity log tab. This includes recent sharing activities of the account users, revoked shares, created quick links and file requests.

<div><div></div><div>Quatrix</div></div> <div>Activity Log</div>		<div>25 Jun 2023 – 02 Jul 2023</div> <div>All Users</div>		<div>Upgrade</div> <div>AC</div>		<div>Export Audit Trail</div>	
<div>File Explorer</div> <div>Share Files</div> <div>Contacts</div> <div>Activity Log</div> <div>Automations</div> <div>Internal Workflows</div> <div>External Workflows</div> <div>Schedule Overview</div> <div>Administration</div> <div>Billing</div>		DATE	EVENT	ACTION	MEMBER	PROTOCOL	
		02 Jul 2023 11:56:07	Login		Tara Webster (tara.webster@maytech.net)	WEB	
		02 Jul 2023 11:55:55	Logout		Alison Case (alison.case@maytech.net)	WEB	
		02 Jul 2023 11:55:34	Contact	Update	Alison Case (alison.case@maytech.net)	WEB	
		02 Jul 2023 11:55:05	User	Update	Alison Case (alison.case@maytech.net)	WEB	
		02 Jul 2023 11:54:36	Project-Folder	Update	Alison Case (alison.case@maytech.net)	WEB	
		02 Jul 2023 11:54:36	File	Makedir	Alison Case (alison.case@maytech.net)	WEB	

Activity log display

The Activity log tab allows you to adjust the display of your account activity by selecting a date range and users at the top. The log displays user actions and the date and time these actions were performed.

The default setting of the Activity log is to show your actions for a recent week. If you would like to check all users and their actions, select All users from the drop-down. To dig deeper into each action, you may click on the desired action and learn additional details about it.

<div>Activity Log</div> <div>25 Jun 2023 – 02 Jul 2023</div> <div>All Users</div>		<div>Upgrade</div> <div>AC</div>		<div>Export Audit Trail</div>	
DATE		EVENT	ACTION	MEMBER	PROTOCOL
02 Jul 2023 11:55:34		Contact	Update	Alison Case (alison.case@maytech.net)	WEB
new: [...]		notes: External contractor			
old: [...]		name: john.smith			
		email: john.smith@maytech.net			
02 Jul 2023 11:55:05		User	Update	Alison Case (alison.case@maytech.net)	WEB

Besides you can have details of all possible actions in the account by generating a full report of account activity across your Quatrix account for a specific period by clicking on the Export Audit Trail button in the top right-hand corner. The report will be generated in CSV format and will contain user login activity, password changes, their sharing actions and deletions as well as SFTP actions. See how the report looks like below:

Activity log for all users									
Time	Event	Action	Client IPs	User name	Email	User status	Protocol	Payload	
2023-06-28 06:54:07.698	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-06-28 06:54:10.828	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-06-29 14:30:00.095	automation	update						{ "new": { "options": { "f": { "ts": "1639664298", "period": "1 week", "next_run": "2023-06-29T14:18:18", "recipients": ["89d09ba6-d6fd-46d3-9c1b-4d16e0046c02"] } } }	
2023-06-29 14:30:07.592	file-tag	create						{ "new": { "type": "to", "value": "alison.case@maytech.net", "old": null, "file": { "id": "1b365c5b-7ee0-455d-981d-4197489d3c28", "path": "/Ac"	
2023-06-29 14:30:07.592	file-tag	create						{ "new": { "type": "from", "value": "alison.case@maytech.net", "old": null, "file": { "id": "1b365c5b-7ee0-455d-981d-4197489d3c28", "path": "/"	
2023-07-01 15:02:18.793	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-07-01 15:02:21.161	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-07-02 06:05:21.434	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-07-02 06:05:25.092	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-07-02 09:29:39.427	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-07-02 09:29:41.884	login		176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "error": null, "action": "login", "passed": true, "role_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "user_id": "08d74212-c40d-4686-af76"	
2023-07-02 09:53:41.564	file	upload	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "path": "/Outgoing Shares/DeleteUser.png", "files": [{ "id": "e30fc8a1-4cfe-45e2-8766-426b9fd14af8", "path": "/Outgoing Shares/DeleteUser"	
2023-07-02 09:53:41.901	file-tag	create	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "new": { "type": "from", "value": "alison.case@maytech.net", "old": null, "file": { "id": "e30fc8a1-4cfe-45e2-8766-426b9fd14af8", "path": "/Ou"	
2023-07-02 09:53:41.901	file-tag	create	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "new": { "type": "to", "value": "alison.case+20@maytech.net", "old": null, "file": { "id": "e30fc8a1-4cfe-45e2-8766-426b9fd14af8", "path": "/O"	
2023-07-02 09:53:42.294	share	create	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "pin": null, "files": [{ "id": "e30fc8a1-4cfe-45e2-8766-426b9fd14af8", "path": "/Outgoing Shares/DeleteUser.png", "size": 42865, "type": "F"] }	
2023-07-02 09:54:36.084	file	makedir	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "name": "Project Design", "files": [{ "id": "76d6371a-c561-40f2-8c70-8412989fd334", "path": "/Project Design", "type": "D" }], "target": { "id":	
2023-07-02 09:54:36.128	project-folder	create	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "new": { "name": "Project Design", "notify": "f", "status": "A", "creator_id": "89d09ba6-d6fd-46d3-9c1b-4d16e0046c02", "allow_user_list": "t"	
2023-07-02 09:54:36.128	project-folder	update	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "new": { "notify": "f", "status": "A", "group_id": null, "account_id": "8ea95a1-3565-4a18-b3d3-91e0a12de117", "operations": ["download,cc"	
2023-07-02 09:54:36.128	project-folder	update	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "new": { "notify": "f", "status": "A", "group_id": null, "account_id": "8ea95a1-3565-4a18-b3d3-91e0a12de117", "operations": ["download,cc"	
2023-07-02 09:55:05.571	user	update	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{ "new": { "reservation": "50000000", "old": { "reservation": "-1"}, "name": "Yulia", "email": "yulia@maytech.net" }	

The Audit trail contains the following records:

- Account actions: account creation and updates;
- Log-in and log-out actions: when the user logs in or fails to log in and logs out of Quatrix;
- User and contact actions: creation, deletion, updates and moves between groups;
- Groups: creation, modification and deletion;
- Automations: details about automatic rules and their updates;

- Share actions: sharing, revoking or downloading files, creating or revoking quick links, requesting files and returning them back;
- Project folder actions: creation, modification and deletion;
- File actions: file upload and download, modification and deletion.
- File tags: creation and deletion.

If you would like to have these reports automatically generated, you can create a rule on the Automation tab. Learn more about automatic generation of Audit Trail reports [here](#).

Revoke the access to shares

You can revoke or disable the access to the share by clicking on the Revoke button from the Share information dialog box. The revocation cannot be reverted that's why the share won't be accessible either to the admin or to the user. The revoked share is grayed out in the list on the Activity log tab.

The screenshot shows the Quatrix 'Share Files' interface. On the left is a sidebar with navigation options: File Explorer, Share Files (selected), Contacts, Activity Log, Automations, Internal Workflows, External Workflows, Schedule Overview, Administration, and Billing. The main area has two tabs: 'Share Files' and 'Tracking'. The 'Share Files' tab is active, showing a list of shares with columns: DATE, SUBJECT, RECIPIENTS, STATUS, and REVOKE. A 'Share information' dialog box is open, displaying details for a share. The dialog has a 'Details' section with fields: Type (Public), Date (02 Jul 2023, 11:53), Recipients (jane.doe@maytech.net), Subject (File share notification), Release date (02 Jul 2023 11:53), Expiry date (Never expires), Status (Active), and Download link (https://base.quatrix.io/download/8094c6c0-1484-4a08-8131-e50ba0f14a2f). Below this is a 'Files' section showing a file named 'DeleteUser.png' with a size of 42.87 KB and 0 downloads. At the bottom of the dialog is a 'Revoke' button. The background list shows several shares, some of which are grayed out.

Track sharing within your account

You can keep track of user sharing activity on the Tracking sub-tab of the Share files tab.

The screenshot shows the 'Tracking' sub-tab of the 'Share Files' section. It displays a list of sharing actions with columns: DATE, SUBJECT, RECIPIENTS, STATUS, and REVOKE. The list shows four entries: a file sharing request from alison.case@maytech.net on 19 Jun 2023, 22:01 (Active); a file share notification to john.smith@maytech.net on 19 Jun 2023, 22:00 (Active); a file share notification to john.smith@maytech.net on 19 Jun 2023, 21:58 (Active); and a file share notification to john.smith@maytech.net on 19 Jun 2023, 21:56 (Active). Each entry has a 'Revoke' button next to it.

It displays sharing actions of the current user by default. To get details of shares of a certain user, select the one from the drop-down list. The following sharing actions are displayed:

- shared files - with your subject or the default "File sharing notification",
- shared quick link - with the default subject "Quick link",
- requested files - with the default subject "File sharing request",
- returned files - with the default subject "Re: File sharing request",
- revoked shares - grayed out in the list.

Besides the Tracking tab contains date and time the sharing action was performed as well as its recipients.

Every above mentioned sharing action contains additional information on the Share information dialog box which can be opened by left-clicking on it. The Share information displays the share type; date and time it was shared, released or expired; its subject; the status (active, revoked or expired); the download link and the download info with the file size and number of downloads.

Share information



Details:



Type: Restricted
Date: 19 Jun 2023, 22:00
Recipients: john.smith@maytech.net
Subject: File share notification
Release date: 19 Jun 2023 22:00
Expiry date: Never expire
Destination folder: /Incoming Shares
Status: Active
Download link: <https://case.quatrix.it/download/08d8d311-3e93-47be-9dcd-976a3d007e79>
Return files link: <https://case.quatrix.it/files-return/08d8d311-3e93-47be-9dcd-976a3d007e79>

Files:



NAME	SIZE	DOWNLOADS
 logo_maytech_original_full(2).svg	12.64 KB	0

Revoke

Close