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.

	Activity Log				Upgrade (i) AC 🗸
File Explorer	25 Jun 2023 ~ 02 Jul 2023 📋	All Users			▼ Export Audit Trail
🖻 Share Files	C∫ DATE	EVENT	ACTION	MEMBER	PROTOCOL.
였 Contacts	▶ 02 Jul 2023 11:56:07	Login		Tara Webster (tara.webster@maytech.net)	WEB
Activity Log	► 02 Jul 2023 11:55:55	Logout		Alison Case (alison.case@maytech.net)	WEB
Internal Workflows	▶ 02 Jul 2023 11:55:34	Contact	Update	Alison Case (alison.case@maytech.net)	WEB
External Workflows	▶ 02 Jul 2023 11:55:05	User	Update	Alison Case (alison.case@maytech.net)	WEB
Administration	▶ 02 Jul 2023 11:54:36	Project-Folder	Update	Alison Case (alison.case@maytech.net)	WEB
📑 Billing	▶ 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.

Activity Log				Upgrade i AC •
25 Jun 2023 ~ 02 Jul 2023	All Users			▼ Export Audit Trail
() 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 				٦ ⁰
▶ 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 06:54:10.628	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		provision				{"new": {"options": "{\"ts\": 1639664298, \"period\": \"1 week\", \"next_run\": \"2023-06-29T14:18:18\", \"recipients\": [\"89d09ba6-d6fd-46d
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.png", "files": [{"id": "e30fc8a1-4cfe-45e2-8766-426b9fd14af8", "path", "path", "files", "file
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-c561-40f2-8c70-8412989fdd34", "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": "8ea9a5a1-3565-4a18-b3d3-91e0a12de117", "operations": "{download, co
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": "8ea9a5a1-3565-4a18-b3d3-91e0a12de117", "operations": "{download,co
2023-07-02 09:55:05.571	user	update	176.107.34.162	Alison Case	alison.case@maytech.net	A	web	{"new": {"reservation": "5000000"}, "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.

	Share Files						Upgrade (i)	AC •
Sile Explorer	Share Files Tracking							
🖒 Share Files	Alison Case alison.case@mayte	ch.net	•				Filter by subject	=
였 Contacts	() DATE ↓	SUBJECT		RECIPIENTS	STAT	rus		REVOKE
C Activity Log	02 Jul 2023, 11:53	File share notification	Share information	Public 02 Jul 2023, 1153 Juna dod@mysteh.ntt File stare enrotification 02 Jul 2023 1253 Never expite Active Https://kase.gustrik.tk/bow/bad9094c56-01464-4409-8131-e10040014	>	< ve		8
& Automations	29 Jun 2023, 16:30		Details:			* ve		0
External Workflows Schedule Overview & Administration Billing	22 Jun 2023, 16:30		Date: Recipients:			ve		0
	20 Jun 2023, 14:43	File share notification	Subject: Release date: Expiry date:			ve		8
	20 Jun 2023, 13:44	File share notification	Status: Download link:		-4a08-8131-e508a0f14a2f	ve		0
	20 Jun 2023, 10:23	Quick link	Files:		SIZE DOWNLOADS	+ ired		\otimes
	20 Jun 2023, 10:22	File share notification	DeleteUser.png		42.87 KB 0	ve		0
	19 Jun 2023, 22:01	File sharing request	Revoke		Close	ve		8
	19 Jun 2023, 22:00	File share notification		john.smith@maytech.net	• A	ctive		8
	19 Jun 2023, 21:58	File share notification		john.smith@maytech.net	• A	ctive		0
	19 Jun 2023, 21:56	File share notification		john.smith@maytech.net	• A	ctive		8
								_ •

Track sharing within your account

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

Share Files				I	Upgrade (i) AC •
Share Files Tracking					
Alison Case alison.case@may	rtech.net	•		Filt	er by subject
C) DATE ↓	SUBJECT		RECIPIENTS	STATUS	REVOKE
19 Jun 2023, 22:01	File sharing request		alison.case@maytech.net	Active	8
19 Jun 2023, 22:00	File share notification		john.smith@maytech.net	Active	8
19 Jun 2023, 21:58	File share notification		john.smith@maytech.net	Active	8
19 Jun 2023, 21:56	File share notification		john.smith@maytech.net	 Active 	8

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	n	×
Details:		4
Туре:	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-976	a3d007e79
Return files link:	https://case.quatrix.it/files-return/08d8d311-3e93-47be-9dcd-97	6a3d007e79
Files:		\downarrow
NAME	SIZE	DOWNLOADS
logo_maytech_origin	al_full(2).svg 12.64 KB	0
Revoke		Close