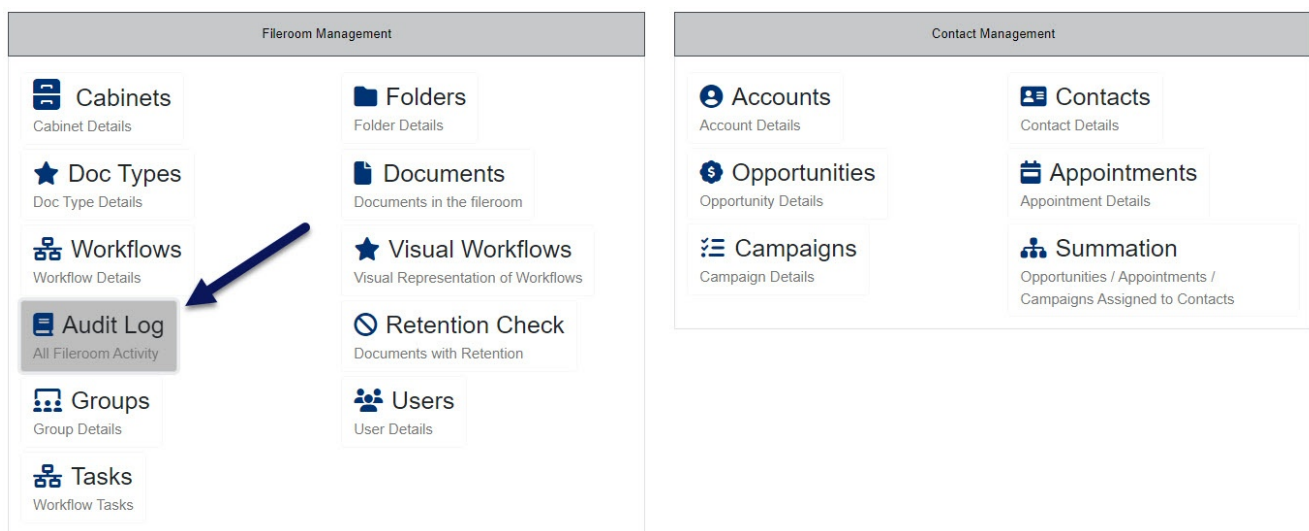# Admin Logs

There are two different admin logs: Audit Log, Error Log

Audit Log

The audit log allows administrators to view all actions taken place within the fileroom. Admin users can search through the audit log by user and date range.

From the menu on the left-side of the screen, click on the Reports button.

Under Fileroom Management, click on "Audit Log."

At the bottom of the screen, you can choose to filter by specific user and their activity, or by a date range.
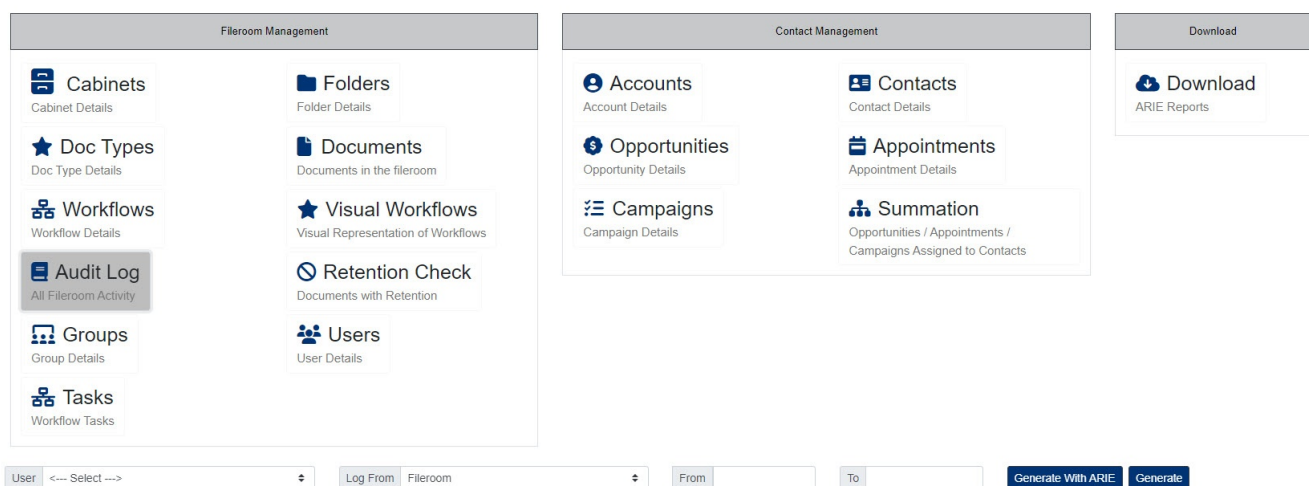
Log From – This filter allows users to search by just user log in attempts and their profile edits, or by all user and system actions.

1. Main: This filter will show only user login activity and profile edits.
2. Fileroom: With this filter, all other actions made by users and the system are shown.

When ready to generate the report, click "Generate" on the right side of the screen in order for the Audit Log to appear on the same screen. You can also choose to generate the audit log report with ARIE. If you choose this option, you must then click on "Download ARIE Reports" in the top right corner of the screen. Once selected, ARIE will be assigned the task of generating an Audit Log report that can be downloaded to your workstation, if need be.

User	Type	Status	Time	Download	Delete
John Smith	Audit Log	Processing	5/25/2023 10:07:42 AM		🗑
John Smith	Audit Log	Queue	7/31/2023 1:43:19 PM		🗑

Error Log

The error log allows the master admin account to manage all errors that occur within PinPoint. Only the master admin account can access the system error log.

From the menu on the left-side of the screen, click Admin, then click Fileroom > Error Log.