

# Check and manage Activity Log

## PUQcloud Panel

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### Overview

The **Activity Log** section in **PUQcloud Panel** provides a centralized record of all important system and user actions.

Every event — whether triggered by an administrator, client, or automated background job — is logged here to ensure full transparency and accountability.

Activity tracking runs **entirely in the background**, meaning multiple operations can be recorded simultaneously **without affecting system performance**.

This allows administrators to trace actions, monitor transactions, and quickly investigate unusual activity.

### Navigation Path

**Dashboard → Monitoring → Activity Log**

### Key Features

Feature	Description
<b>Full Action History</b>	Tracks all actions performed by users and system processes.
<b>Performance-Safe Logging</b>	Background operation ensures stable performance during heavy load.
<b>Detailed Event Data</b>	Each record includes time, initiator, action type, and description.
<b>Filter by Date Range</b>	Focus on specific periods to analyze system behavior.

Feature	Description
<b>Search Function</b>	Quickly find specific actions or users.
<b>Auto Refresh Option</b>	Keep the log updated in real time for live monitoring.

# Using the Activity Log

## 1. Access the Activity Log

Navigate to  
**Dashboard → Monitoring → Activity Log**

You'll see a structured table displaying all recent system activities with columns for:

- **Date**
- **Initializer** (User or System)
- **Action**
- **Description**

The screenshot shows the PUQcloud Activity Log interface. On the left is a navigation menu with categories like MENU, SETTINGS, and CUSTOMIZATION. The main area displays the 'Activity Log' page with a filter input field set to '27-10-2025 12:00 - 29-10-2025 12:00'. Below the filter is a table of activity entries. The table has columns for Date, Initializer, Action, and Description. Each entry includes a timestamp, the user or system that initiated the action, the type of action (e.g., charge, login), and a detailed description of the event.

Date	Initializer	Action	Description
2025-10-28 12:37:07 null	System	charge <a href="#">INFO</a>	Transaction:9e0077dd-aad4-400a-8437-01bf61b41de6 created. Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD
2025-10-28 12:28:07 null	System	charge <a href="#">INFO</a>	Transaction:205ec8b0-fe64-4a0e-8c8f-e03c145d8e75 created. Amount Net: -0.2890 USD Amount Gross: -0.2890 USD Fees: 0.0000 USD
2025-10-28 12:21:20 77.87.125.4	puq puq demo-admin@puqcloud.com	login <a href="#">INFO</a>	App\Models\Admin:e94675f5-f11b-4530-b2d4-cfa75d8e9f72
2025-10-28 12:19:07 null	System	charge <a href="#">INFO</a>	Transaction:bcd02e8-544b-4e4a-b494-5781f77d3c3 created. Amount Net: -0.2509 USD Amount Gross: -0.2509 USD Fees: 0.0000 USD
2025-10-28 12:02:07 null	System	charge <a href="#">INFO</a>	Transaction:cc20b19c-edd4-41a6-8bec-a7803fc3c50c created. Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD
2025-10-28 11:37:07 null	System	charge <a href="#">INFO</a>	Transaction:0025d205-aa01-4771-a2bb-8bb359d29f3c created. Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD
2025-10-28 11:28:07 null	System	charge <a href="#">INFO</a>	Transaction:9a0c9461-2a15-4d3f-87f6-79e2e2c1780a created. Amount Net: -0.2890 USD Amount Gross: -0.2890 USD Fees: 0.0000 USD
2025-10-28 11:19:07 null	System	charge <a href="#">INFO</a>	Transaction:9ab031be-e747-4020-8ebb-fd937d959609 created. Amount Net: -0.2509 USD Amount Gross: -0.2509 USD Fees: 0.0000 USD
2025-10-28 11:02:07		charge	

## 2. Filter by Date and Time

To focus on a specific time range, use the **Filter** field.  
 Click the input box to open the date/time selector, choose your preferred period, and click **Apply**.

Activity Log

Dashboard / Activity Log

Off 5 seconds 0%

FILTER

27-10-2025 12:00 - 29-10-2025 12:00

Oct 2025 Nov 2025

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

28 29 30 1 2 3 4 26 27 28 29 30 31 1

5 6 7 8 9 10 11 2 3 4 5 6 7 8

12 13 14 15 16 17 18 9 10 11 12 13 14 15

19 20 21 22 23 24 25 16 17 18 19 20 21 22

26 27 28 29 30 31 1 23 24 25 26 27 28 29

2 3 4 5 6 7 8 30 1 2 3 4 5 6

12 : 00 PM

27-10-2025 12:00 - 29-10-2025 12:00 Cancel Apply

2025-10-28 12:02:07 null System charge charge INFO

2025-10-28 11:37:07 null System charge charge INFO

2025-10-28 11:28:07 null System charge charge INFO

2025-10-28 11:19:07 null System charge charge INFO

2025-10-28 11:02:07 null System charge charge INFO

Description

Transaction:9e0077dd-aad4-400a-8437-01bf61b41de6 created. Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD

Transaction:205ec8b0-fe64-4a0e-8c8f-e03c145d8e75 created. Amount Net: -0.2890 USD Amount Gross: -0.2890 USD Fees: 0.0000 USD

App\Models\Admin:e94675f5-f11b-4530-b2d4-cfa75dbe9f72

Transaction:bcda02e8-544b-4e4a-b494-5781f7f7d3c3 created. Amount Net: -0.2509 USD Amount Gross: -0.2509 USD Fees: 0.0000 USD

Transaction:ccc20b19c-edd4-41a6-8bec-a7803fc3c50c created. Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD

Transaction:0025d205-aa01-4771-a2bb-8bb359d29f3c created. Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD

Transaction:9a0c9461-2a15-4d3f-87f6-79e2e2c1780a created. Amount Net: -0.2890 USD Amount Gross: -0.2890 USD Fees: 0.0000 USD

Transaction:9ab031be-e747-4020-8ebb-fd937d959609 created. Amount Net: -0.2509 USD Amount Gross: -0.2509 USD Fees: 0.0000 USD

## Columns Explained

Column	Description
<b>Date</b>	Timestamp of when the action occurred.
<b>Initializer</b>	The actor who performed the action (e.g., system, admin, or client).
<b>Action</b>	The operation type (e.g., charge, login, create, update).
<b>Description</b>	Detailed log entry including affected model, transaction link, and related data.

## Action Types

Label	Meaning
<b>INFO</b>	Informational log (e.g., successful login, transaction created).
<b>WARNING</b>	Indicates potential issue or unusual operation.
<b>ERROR</b>	Operation failed or triggered an exception.

## Queue Controls

Control	Description
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<b>Auto Refresh Interval</b>	Located at the top right. Define how often logs refresh (e.g., every 5 seconds).
<b>Off/On Switch</b>	Enables or disables automatic refresh.
<b>Search Box</b>	Find actions by keyword, ID, or user.

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## Example Use Case

An administrator wants to verify all automated billing actions executed by the system. By filtering the **Activity Log**, they can view entries such as:

```
2025-10-28 12:37:07 | System | charge | Transaction: 9e0077dd-aad4-400a-8437-01bf61b41de6
created.
Amount Net: -0.0645 USD Amount Gross: -0.0645 USD Fees: 0.0000 USD
```

This helps confirm that automated transactions ran correctly and without errors.

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## Tips

- Use **Activity Log** as your primary audit trail for all background and user operations.
  - Combine it with **Admin Sessions** and **Client Sessions** for full transparency.
  - Use **search filters** to isolate suspicious events quickly.
  - Since logging runs asynchronously, you can safely enable **real-time refresh** during monitoring.
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