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

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

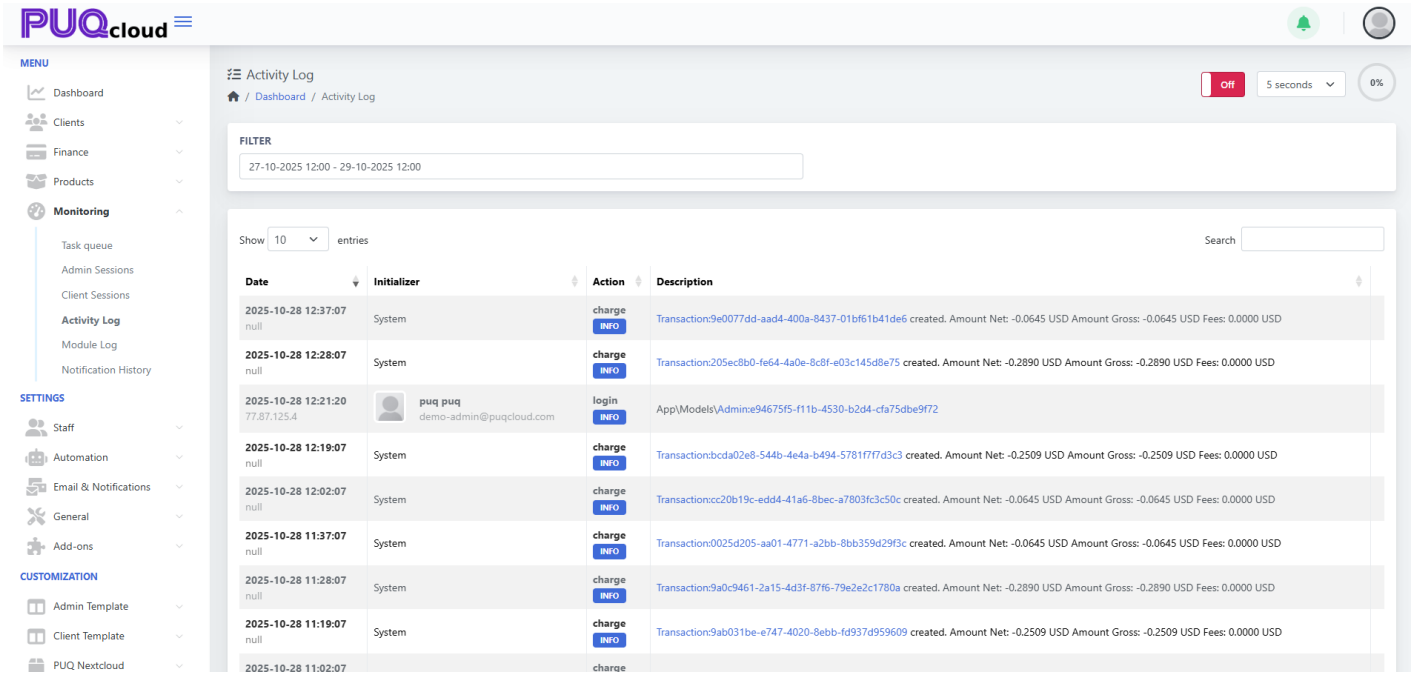
Using the Activity Log

1. Access the Activity Log

Navigate to
Dashboard → Monitoring → Activity Log

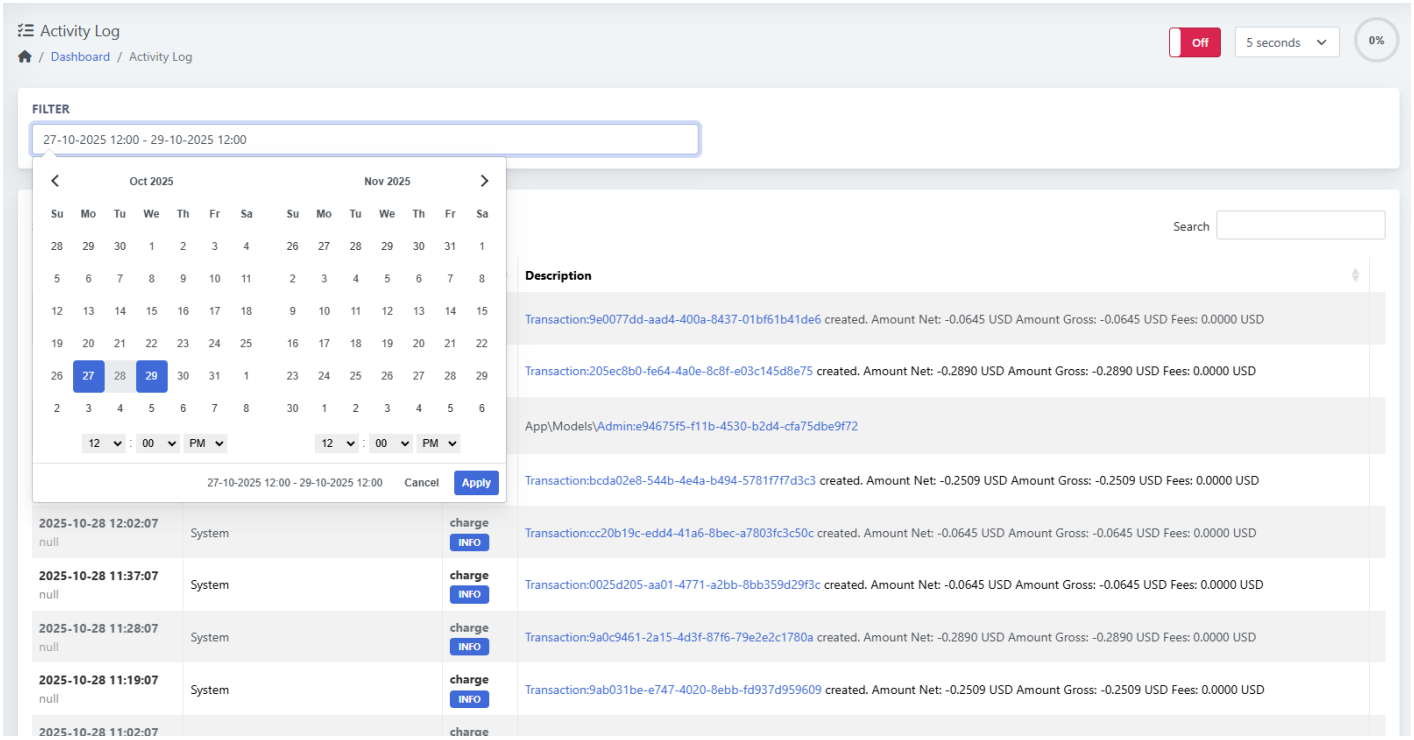
You'll see a structured table displaying all recent system activities with columns for:

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



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**.



Columns Explained

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

Action Types

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

Queue Controls

Control	Description

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

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.

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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