

# ADMINISTRATION

## How to use log files

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### SUMMARY:

A brief walkthrough of how to use log files.

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Ubidoogy A/S

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Åbyhøj

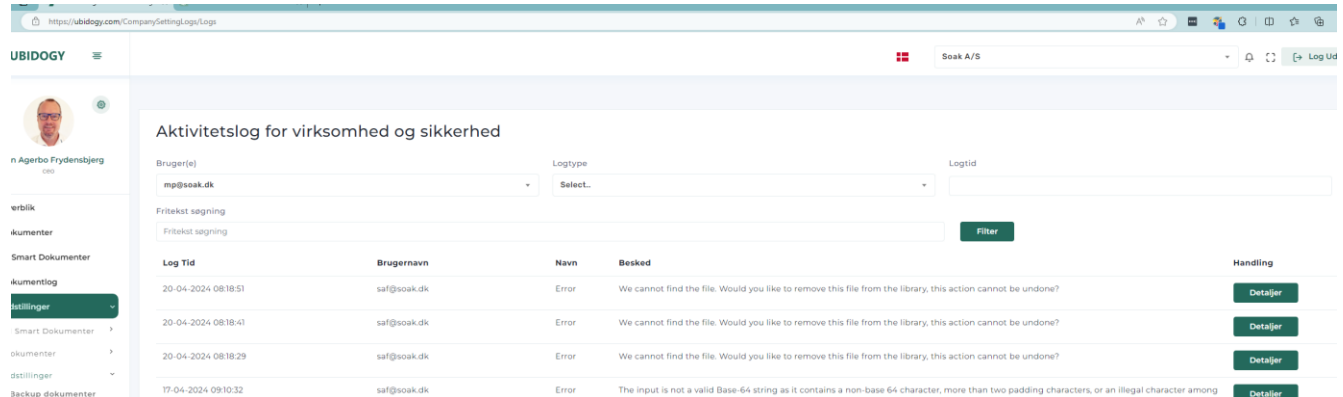
[info@ubidoogy.com](mailto:info@ubidoogy.com)

[ubidoogy.com](http://ubidoogy.com)

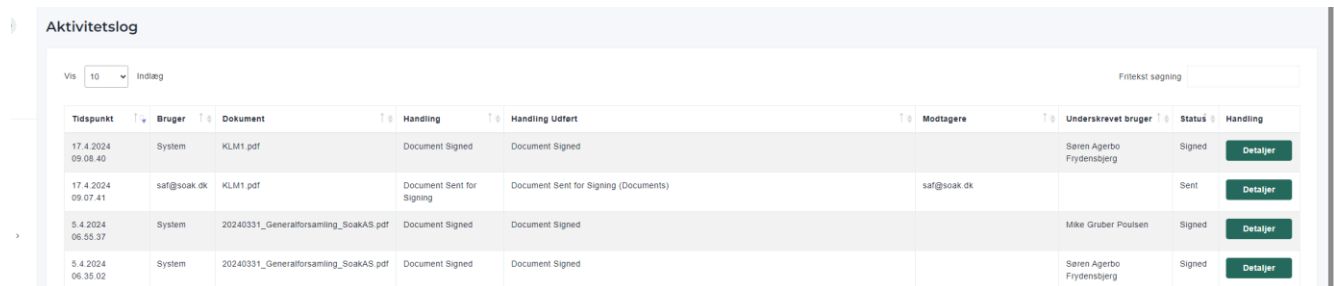
# What are log files?

Log files store important information about what is happening in your companies. It can be signings, people trying to log in, etc.

Another purpose is to see what is happening in the system:

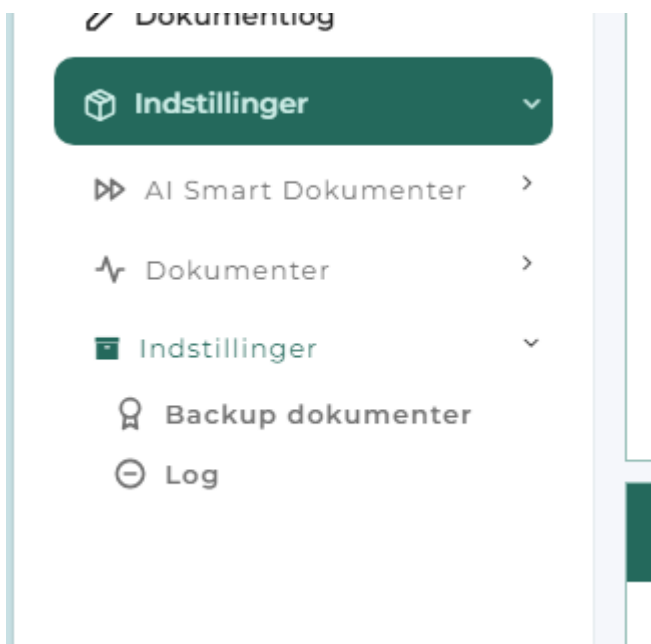


Another purpose is to see what signing activities there have been:

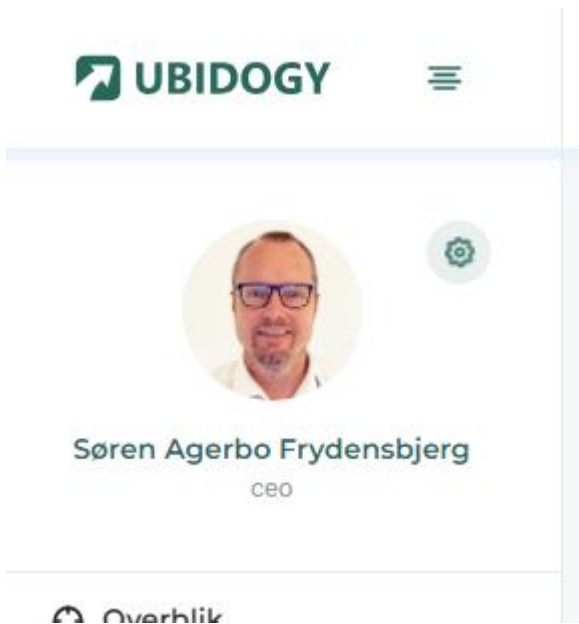


# Where can they be used?

In the menu you can find Document Log and under Settings → Settings you can find the regular log (assuming you are the administrator of the companies).



In addition, each user has a log. It is found by the user selecting gears:



And then select activity log:

**Rediger Profil**

Aktivitetslog For Virksomhed Og Sikkerhed 
[Profil](#) [Sikkerhed](#) [Abonnement](#) [Virksomhed](#) [Notifikation](#) **Aktivitetslog for virksomhed og sikkerhed**

Log Navn Log Tid

Select... 04/01/2024 - 04/30/2024 [Filter](#)

Log Tid	Brugernavn	Navn	Besked	Handling
20-04-2024 08:38:51	saf@soak.dk	Error	We cannot find the file. Would you like to remove this file from the library, this action cannot be undone?	<a href="#">Detaljer</a>
20-04-2024 08:38:41	saf@soak.dk	Error	We cannot find the file. Would you like to remove this file from the library, this action cannot be undone?	<a href="#">Detaljer</a>
20-04-2024 08:38:29	saf@soak.dk	Error	We cannot find the file. Would you like to remove this file from the library, this action cannot be undone?	<a href="#">Detaljer</a>
17-04-2024 09:10:32	saf@soak.dk	Error	The input is not a valid Base-64 string as it contains a non-base-64 character, more than two padding characters, or an illegal character among the padding characters.	<a href="#">Detaljer</a>
17-04-2024 09:08:39	saf@soak.dk	Information	SIGNATORY_SIGN_LINK_OPENED	<a href="#">Detaljer</a>
17-04-2024 09:08:39	saf@soak.dk	Information	Json Found, Inside IF.	<a href="#">Detaljer</a>