

Access Log

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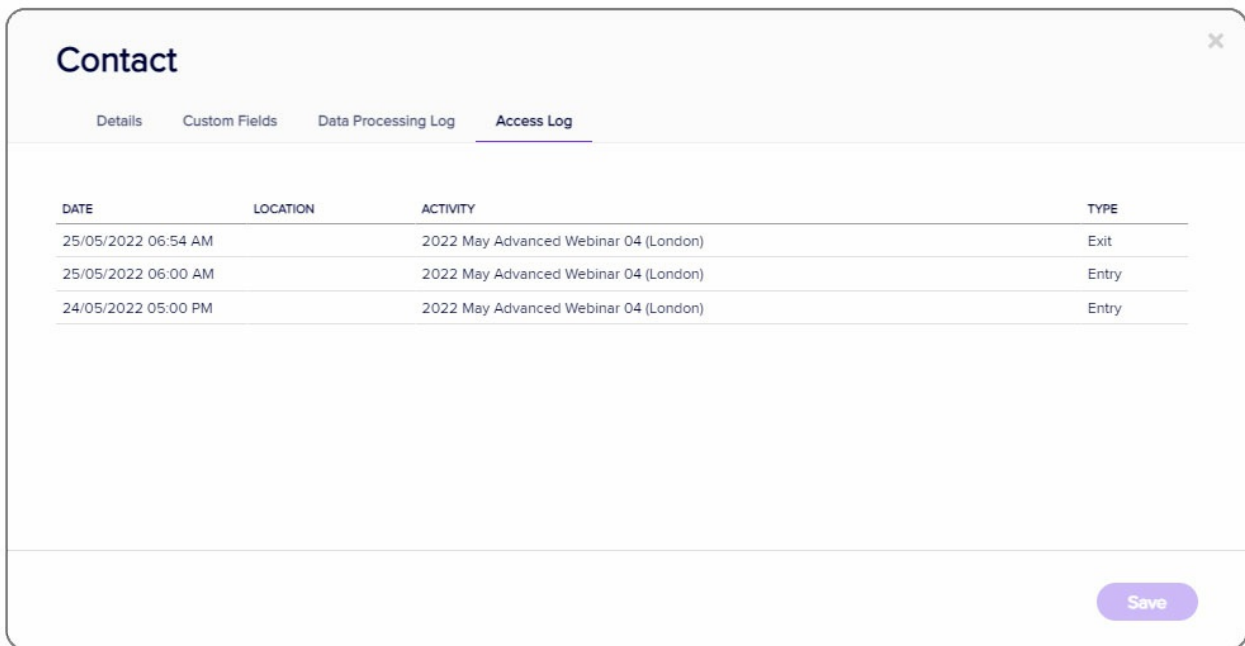
The Access Log (a tab in the Contact module of an Attendee's record), provides a detailed list of client access to online registration, OnAIR portals and more.

This log includes:

- Date and time of access
- Location (if available)
- Activity (the actual access that occurred)
- Type (Exit, Entry and other information)

These details are logged in the Access Log, found in the Contact Record.

(You can also see the specifics of online activity in the Online Activity Log, which is under Attendee Tools – the spanner/wrench icon under Actions).



The screenshot shows a web interface for a 'Contact' record. At the top, there are tabs for 'Details', 'Custom Fields', 'Data Processing Log', and 'Access Log'. The 'Access Log' tab is selected. Below the tabs is a table with the following data:

DATE	LOCATION	ACTIVITY	TYPE
25/05/2022 06:54 AM		2022 May Advanced Webinar 04 (London)	Exit
25/05/2022 06:00 AM		2022 May Advanced Webinar 04 (London)	Entry
24/05/2022 05:00 PM		2022 May Advanced Webinar 04 (London)	Entry

At the bottom right of the interface, there is a purple 'Save' button.