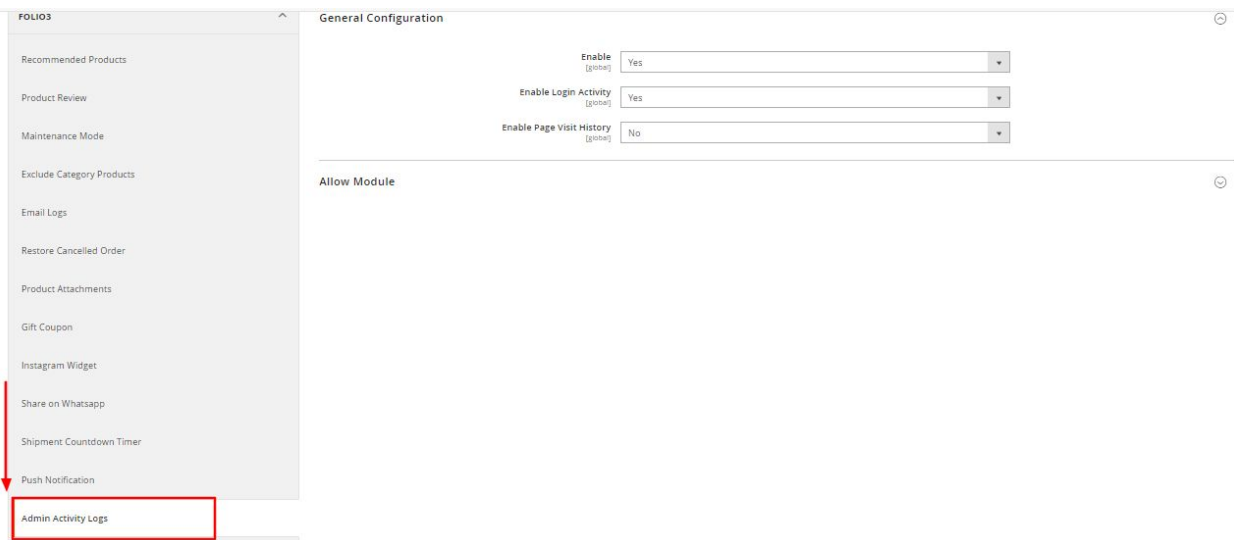
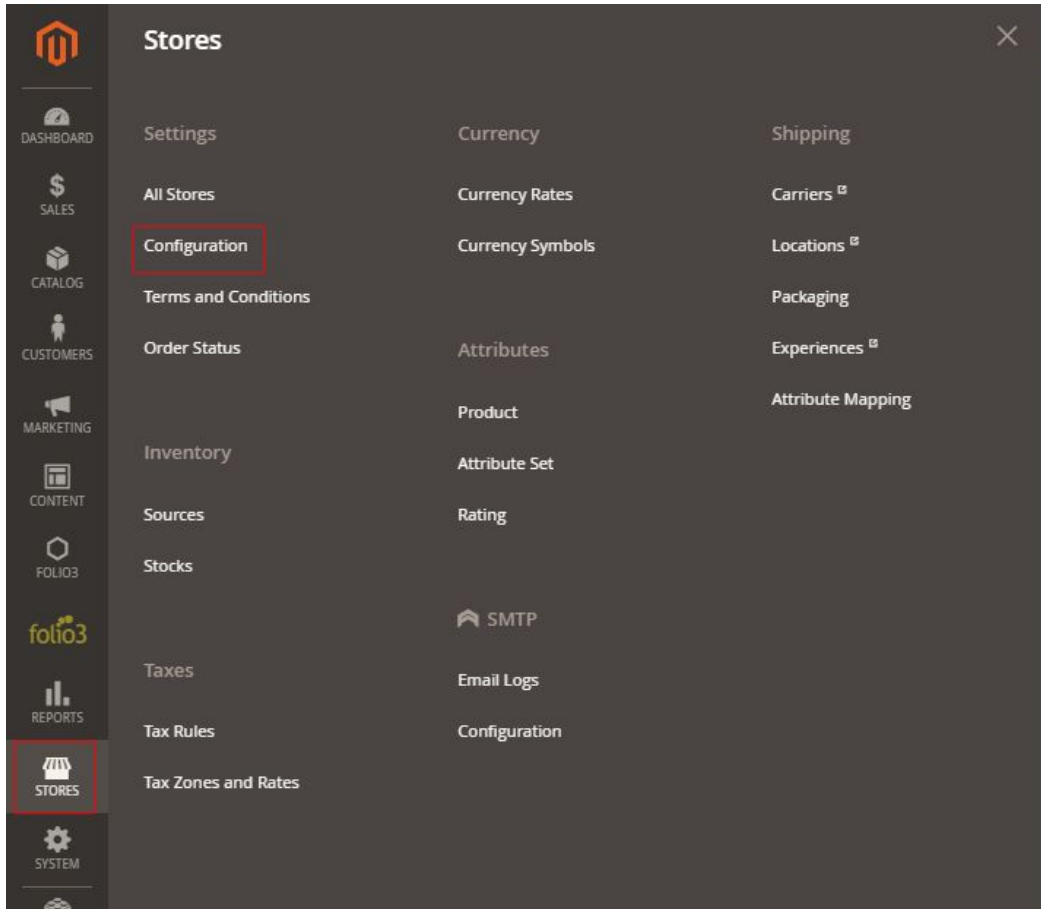


HOW TO CONFIGURE ADMIN ACTIVITY EXTENSION FOR MAGENTO 2

Step:1: Install the extension following the steps written in the extension installation Guide

Step:2: Login to your Magento 2 admin panel and navigate to **Stores > Configurations > Admin Activity Logs**



Step:3: To enable the Admin Activity Logs, select “**Yes**” from the **Enable** field drop-down. By enabling this, all sorts of admin activities performed by a user will be logged. Navigate to **Stores > Configuration > Admin Activity > General Configuration**

Save Config

General Configuration

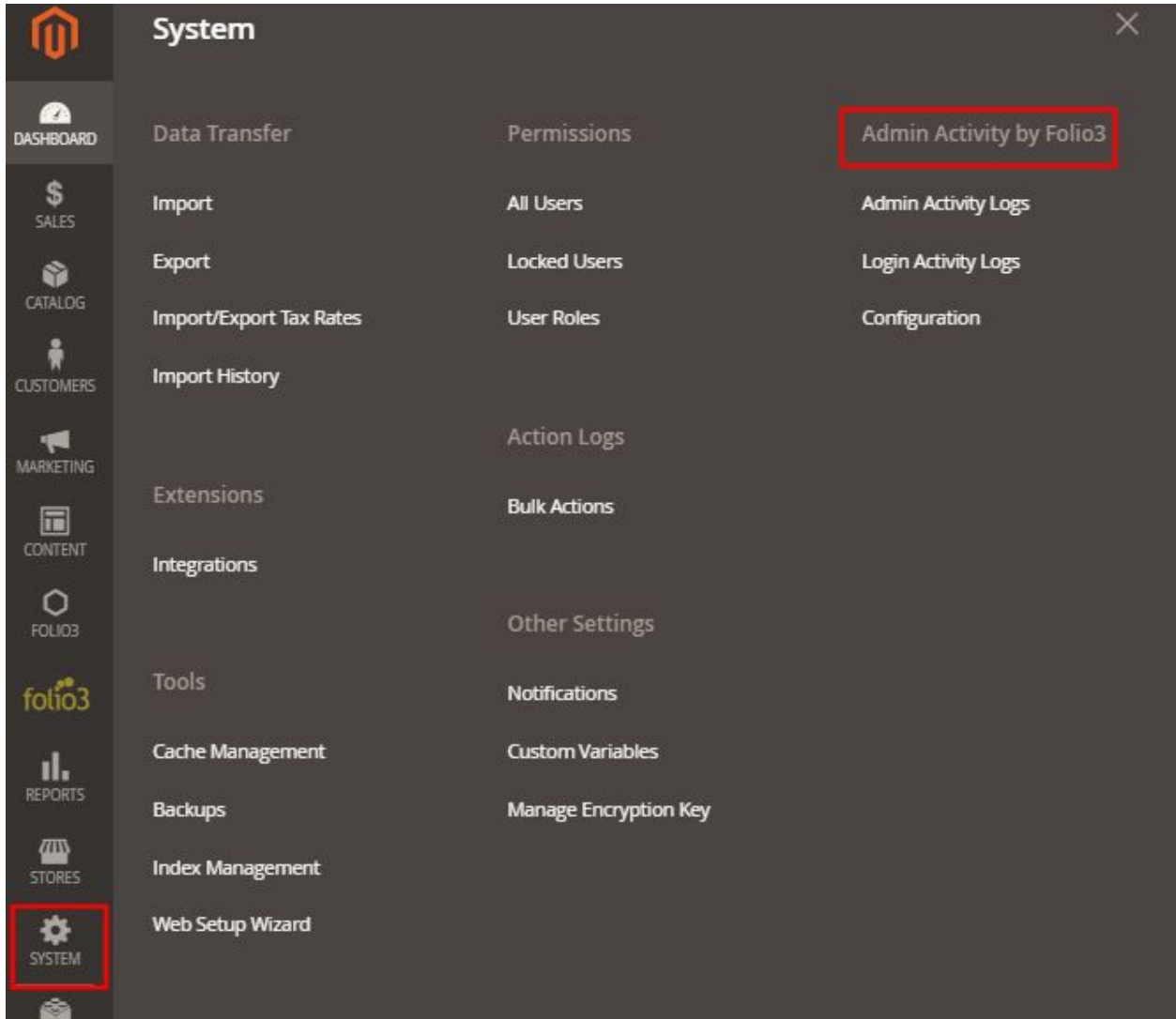
→ Enable [global] Yes

Enable Login Activity [global] Yes

Enable Page Visit History [global] No

Allow Module

Step:3.1: To view the admin activities, navigate to **System > Admin Activity by Folio3 > Admin Activity Logs**



*Admin activities are listed that display the **activity time, user, module & activity type***

Admin Activity

Search 🔍 55 notifications 📢 admin 👤

Filters 🏠 Default View 👁 Columns ⚙

69 records found

100 per page < 1 of 1 >

Date	Username	Name	Activity Type	Store View	Module	Full Action	Revert	Action
2020-09-25 06:37:07	admin	admin admin	New	All Store Views	System Configuration	Adminhtml/System/Config/Save	-	View
2020-09-25 06:37:07	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View
2020-09-25 06:37:07	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View
2020-09-25 06:27:19	admin	admin admin	New	All Store Views	System Configuration	Adminhtml/System/Config/Save	-	View
2020-09-25 06:27:19	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View
2020-09-25 06:27:19	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View
2020-09-25 06:27:19	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View
2020-09-25 06:27:19	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View

Each activity can be viewed and reverted

CATALOG
CUSTOMERS
MARKETING
CONTENT
PAGES
REPORTS
STORES
SYSTEM
FIND PARTNERS & EXTENSION

Activity Log

← Back
Revert

Admin : admin (Admin Admin)
Module : System Configuration
Action : Adminhtml/System/Config/Save
Date : 2020-09-22 14:47:05

Field Name	Old Value	New Value
Admin activity/general/page visit	0	1

2020-09-22 07:36:50	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	SUCCESS Reverted By: admin	View
2020-09-22 07:30:33	admin	admin admin	Edit	All Store Views	Catalog Categories	Catalog/Category/Save	SUCCESS Reverted By: admin	View
2020-09-22 07:27:14	admin	admin admin	Edit	All Store Views	Catalog Categories	Catalog/Category/Save	SUCCESS Reverted By: admin	View

Step:4: After enabling the extension, enable the field “ **Enable Login Activity**” for keeping a track of all the login activities performed on you admin panel.

Save Config

General Configuration

Enable [global]

→ Enable Login Activity [global]

Enable Page Visit History [global]

Allow Module ⌵

Step:4.1: To view the login activities, navigate to **System > Admin Activity by Folio3 > Login Activity Logs**

Login activities are listed that display the User, IP Address, User Agent & Status of the login (I-e: Success/Failed)

Login Activity 🔍 99 👤 admin

Filters Default View Columns

91 records found 20 per page 1 of 5

Date	Type	Username	Name	IP Address	User Agent	Status
2020-10-08 00:06:40	Login	admin	Admin Admin	124.29.237.71	Browser Name: Chrome Browser Version: 85.0.4183.121 Platform: Windows Device: Desktop	SUCCESS
2020-10-08 00:06:36	Login	admin	Admin Admin	124.29.237.71	Browser Name: Chrome Browser Version: 85.0.4183.121 Platform: Windows Device: Desktop	FAILED
2020-10-08 00:04:58	Logout	admin	Admin Admin	124.29.237.71	Browser Name: Chrome Browser Version: 85.0.4183.121 Platform: Windows Device: Desktop	SUCCESS
2020-10-07 06:44:37	Login	admin	Admin Admin	103.12.120.92	Browser Name: Chrome Browser Version: 85.0.4183.121 Platform: Windows Device: Desktop	SUCCESS
2020-10-07 05:09:42	Login	admin	Admin Admin	124.29.237.71	Browser Name: Chrome Browser Version: 85.0.4183.121 Platform: Windows Device: Desktop	SUCCESS
2020-10-07 05:09:10	Login	admin	Admin Admin	124.29.237.71	Browser Name: Chrome Browser Version: 85.0.4183.121 Platform: Windows Device: Desktop	FAILED

Step:5: Enable the field **“Enable Page Visit History”** for keeping a record of the visited admin pages.

Save Config

General Configuration

Enable [global]	Yes
Enable Login Activity [global]	Yes
Enable Page Visit History [global]	No Yes No

Step:5.1: To view the page visit history, navigate to **System > Admin Activity by Folio3 > Admin Activity Logs**

The history of the visited pages/modules of the admin is listed in the same admin activity logs section

Admin Activity

43 records found

Date	Username	Name	Activity Type	Store View	Module	Full Action	Revert	Action
2020-09-22 06:02:32	admin	admin admin	View	All Store Views	Sales	Sales/Order/Invoice/View	-	View
2020-09-22 06:01:34	admin	admin admin	View	All Store Views	Sales	Sales/Order/View	-	View
2020-09-22 06:01:09	admin	admin admin	View	All Store Views	Sales	Sales/Order/Index	-	View
2020-09-22 05:56:30	admin	admin admin	View	All Store Views	Admin	Adminhtml/System/Config/Edit	-	View
2020-09-22 05:23:59	admin	admin admin	View	All Store Views	Admin	Adminhtml/System/Config/Edit	-	View
2020-09-22 05:23:54	admin	admin admin	View	All Store Views	Adminactivity	Adminactivity/Login/Index	-	View
2020-09-22 05:23:10	admin	admin admin	View	All Store Views	Admin	Adminhtml/Dashboard/Index	-	View
2020-09-22 05:23:08	admin	admin admin	View	All Store Views	Admin	Adminhtml/Index/Index	-	View
2020-09-22 05:23:04			View	All Store Views	Admin	Adminhtml/Index/Index	-	View
2020-09-22 05:22:58			View	All Store Views	Admin	Adminhtml/Auth/Login	-	View
2020-09-22 05:22:57			View	All Store Views	Admin	Adminhtml/Index/Index	-	View
2020-09-22 05:22:52			View	All Store Views	Admin	Adminhtml/System/Config/Edit	-	View
2020-09-22 05:22:52			View	All Store Views	Admin	Adminhtml/Auth/Login	-	View
2020-09-22 04:38:51			View	All Store Views	Admin	Adminhtml/Index/Index	-	View
2020-09-22 04:38:51			View	All Store Views	Admin	Adminhtml/Auth/Login	-	View
2020-09-22 04:38:48			View	All Store Views	Adminactivity	Adminactivity/Login/Index	-	View
2020-09-22 04:38:48			View	All Store Views	Admin	Adminhtml/Auth/Login	-	View
2020-09-22 01:41:57	admin	admin admin	View	All Store Views	Admin	Adminhtml/System/Config/Edit	-	View
2020-09-22 01:41:55	admin	admin admin	Edit	All Store Views	System Configuration	Adminhtml/System/Config/Save	REVERT	View
2020-09-22 00:35:08	admin	admin admin	Edit	All Store Views	Catalog Product	Catalog/Product/Save	REVERT	View

Activity Log

43 records

Date

2020

2020

2020

2020

2020

2020

2020

2020

2020

Admin : admin (Admin Admin)
Module : Sales
Action : Sales/Order/Invoice/View
Date : 2020-09-22 13:02:32

← Back

Step:6: Select the modules from the “**Allow Module**” tab for which you want the activity logs to be maintained.

Navigate to **Stores > Configuration > Admin Activity > Allow Module**

The screenshot shows the configuration interface for Admin Activity. It is divided into two sections: "General Configuration" and "Allow Module".

General Configuration:

- Enable [global]: Yes
- Enable Login Activity [global]: Yes
- Enable Page Visit History [global]: No

Allow Module:

- Order [global]: Yes (selected)
- Product [global]: No
- Category [global]: Yes
- Customer [global]: Yes
- Promotion [global]: Yes

A "Save Config" button is located in the top right corner of the configuration area.

Order [global]	Yes	▼
Product [global]	Yes	▼
Category [global]	Yes	▼
Customer [global]	Yes	▼
Promotion [global]	Yes	▼
Email Templates [global]	Yes	▼
Page [global]	Yes	▼
Block [global]	Yes	▼
Widget [global]	Yes	▼
Theme [global]	Yes	▼
System Configuration [global]	Yes	▼
Product Attributes [global]	Yes	▼
Admin user [global]	Yes	▼
SEO [global]	Yes	▼

If any module is set to “No”, no activities will be recorded for it.

Note: Admin Activity Logs for Magento 2 doesn't work for the extension attributes.