

# User activity log



## Sensitive card data

PCI DSS requires that every user access to sensitive credit card data must be able to be retraced for security reasons. The application therefore does not save each action by the user, but rather only the actions relevant to security, such as data access.

Merchant Portal

The tab "Administration User log" allows you to search for user actions relevant to security within the application. This allows you to set filters within the application for the period, the user, and the user action relevant to security. You can export the search results as an Excel file.

If you wish to grant several persons access to the application, you can [create new users in the user management](#).

## Overview of the search criteria

The screenshot shows a search interface for the 'User log'. It includes a 'Search details' section with a dropdown menu for 'All Results'. Below this, there are input fields for 'From' (12/18/2020 09:00:00) and 'To' (12/18/2020 23:00:00), and a 'Merchant' dropdown menu set to 'All merchants'. There is also a 'Merchant ID Number' dropdown menu set to 'All users'. A blue 'Search' button is located at the bottom left of the search area.

1. "Period" selection field
2. "All Actions" selection field
3. "All usernames" selection field
4. "All Results" selection field
5. "Search and Filter" button

## Activating the "Period" selection field

When you click in the input fields for the date, a calendar opens in which you can select a date. When you click in the input fields for the time, you can define a time for the search.

## Selecting users

You can either select all users, or a specific user.

## Selecting an action

Every action relevant to security carried out by a user is saved. Descriptions of the individual types of actions relevant to security can be found in the "Actions relevant to security" table below.

## Activating the "All results" selection field

You can select two different results: Successful or failed depending on the action selected.

Action	Description
Cancel	Payment cancelled
Capture	Capture added to an operation
Credit	Credit added to an operation
Delete PR related data	Information removed
Login	User logged in
Logout	User logged out

Re-Authorization	Manual Authorization created
Re-debiting process	Manual debit created
Reversal	Payment reversal
User management	User Management operation