Do you need to see what users are doing in your SurveyGizmo account? As an Account Administrator you can review user access logs for all activity in your account under **Account > User Management > User Access Logs**.

This report will include a date and time stamp, the User ID, Username, Action, User Email, and the IP Address for all actions in your account.

The User Access Log feature is not compatible with accounts created on SurveyGizmo's Canadian Data Center.

**Filtering and Searching**

In the upper-right corner click the **Filter** option to filter by a date range and/or the specific user. There is also a search field that can be used to search by a user ID or survey ID.
Where do I find these IDs?

Throughout the User Access Logs, there will be many IDs. Not sure where to find these?

**Survey ID**

To get the Survey ID take a look at the URL while you are on the **Build** tab. The number that follows `/id/` is your survey ID.

![Survey ID Example](image)

**Question & Page IDs**

Question and Page IDs are available on the **Build** tab.

1. Click the link to **View Settings**.

2. Select **Page IDs** and **Question IDs** then **Apply**.
The Page IDs and Question IDs will display throughout the survey.

### User IDs

User IDs can be found by accessing Account > User Management > Users. Once there, click on the Export Users List link at the bottom of the page. The resulting spreadsheet will contain a UserID column.

### Limitations

Only 90-days of history will be available for viewing.

### FAQ

**Can I download the User Access Logs?**

No, at this time User Access Logs are available online only.