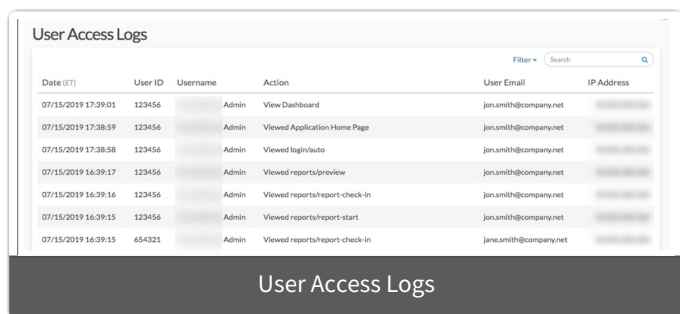# User Access Logs

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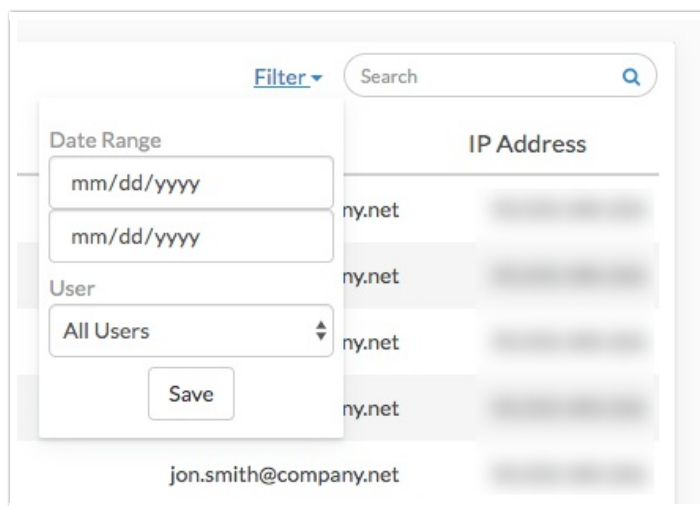
This report will include a date and time stamp, the User ID, Username, Action, User Email, and the IP Address for all actions in your account.

User Access Logs

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.
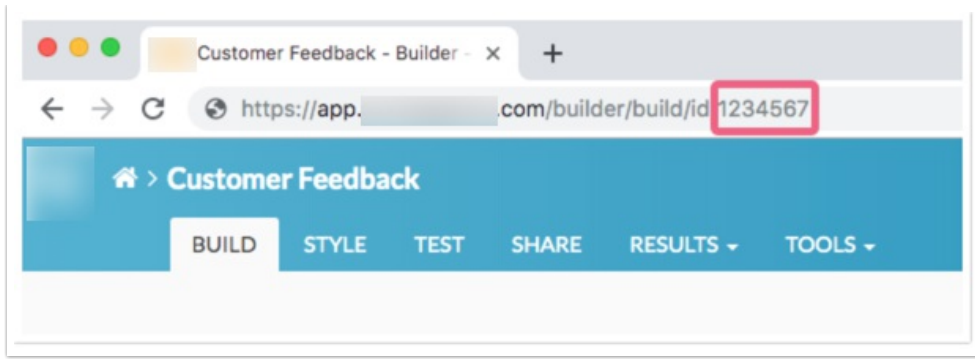

Where do I find these IDs?

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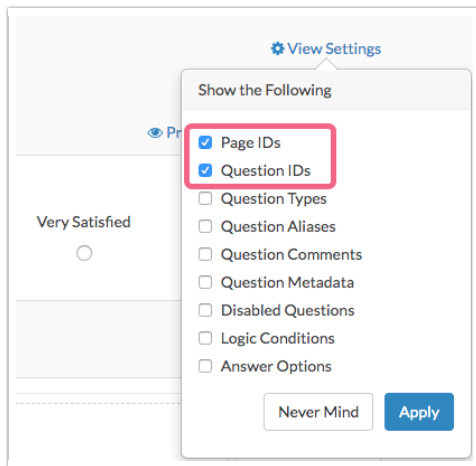
Survey ID

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.
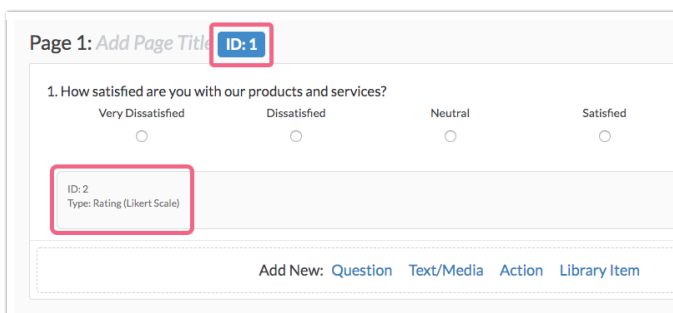
Question & Page IDs

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.

Related Articles