

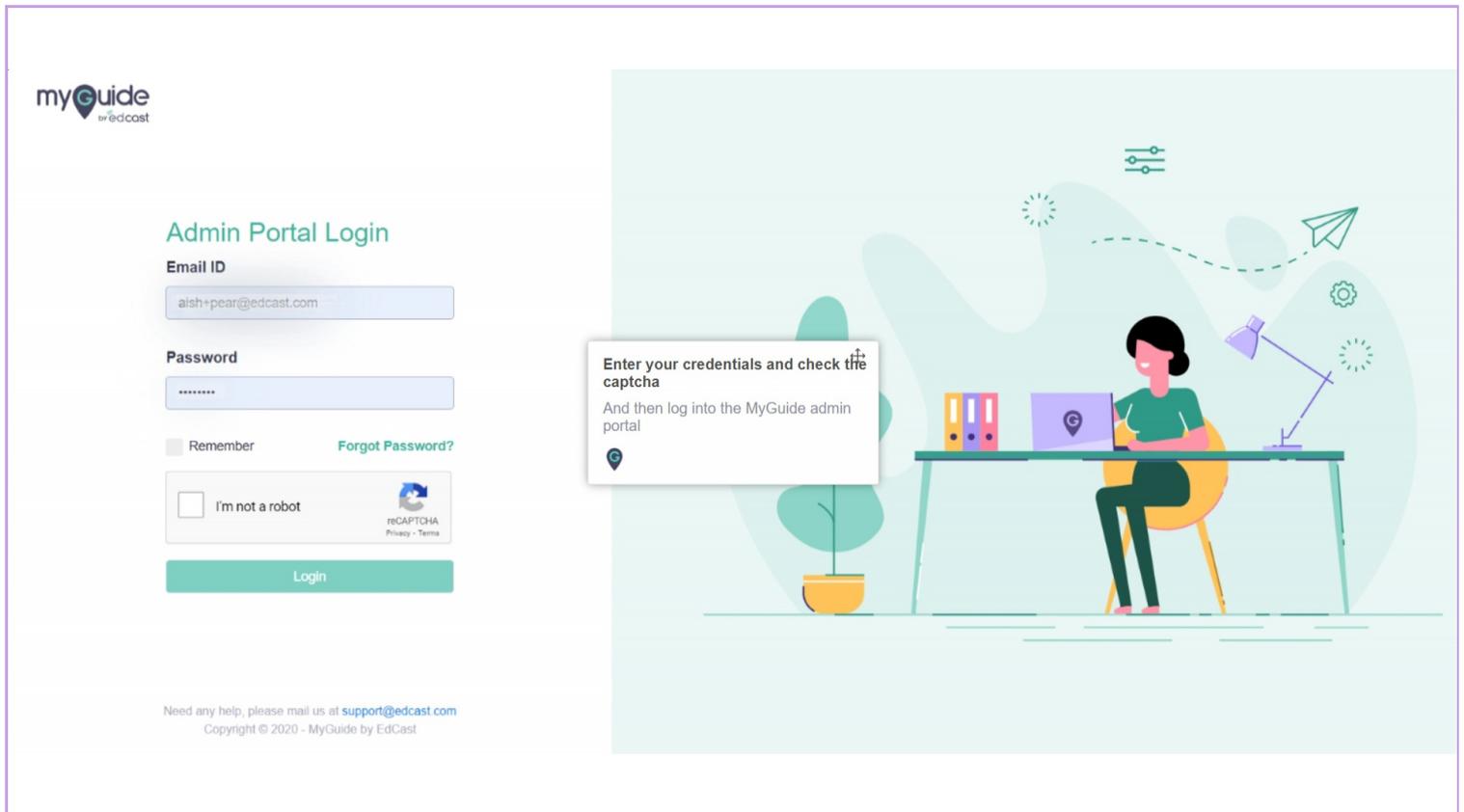


How Admins can check the activities of the org users

Step: 01

Enter your credentials and check the captcha

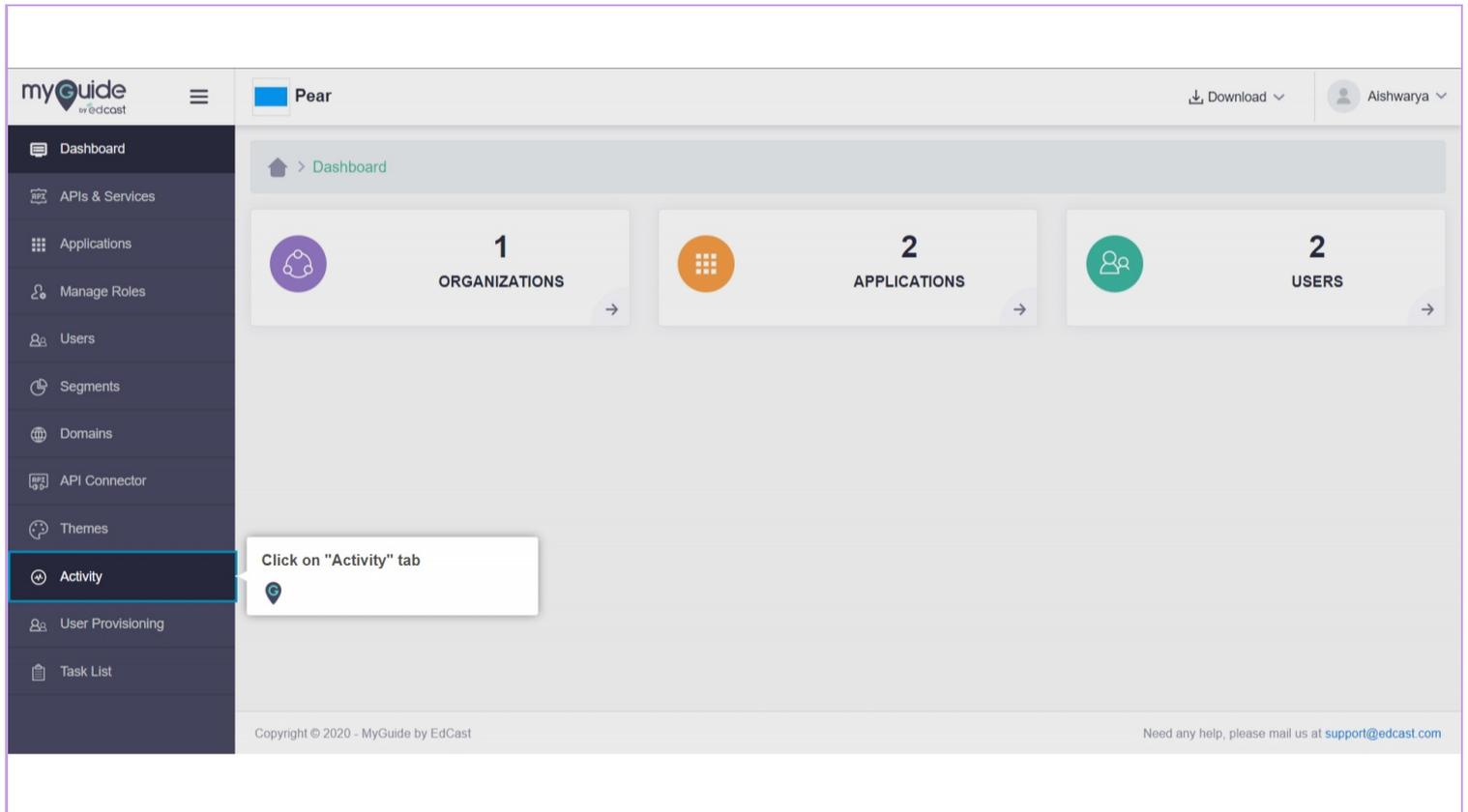
And then log into the MyGuide admin portal



The image shows a screenshot of the MyGuide Admin Portal Login page. On the left, the login form includes the MyGuide by EdCast logo, the title "Admin Portal Login", and fields for "Email ID" (containing "aish+pear@edcast.com") and "Password" (masked with dots). There are checkboxes for "Remember" and "I'm not a robot", a "Forgot Password?" link, and a reCAPTCHA widget. A green "Login" button is at the bottom. Below the form, it says "Need any help, please mail us at support@edcast.com" and "Copyright © 2020 - MyGuide by EdCast". On the right, an illustration shows a person sitting at a desk with a laptop, surrounded by icons of a paper plane, gears, and a lightbulb. A white callout box with a location pin icon contains the text: "Enter your credentials and check the captcha" and "And then log into the MyGuide admin portal".

Step: 02

Click on "Activity" tab



The screenshot displays the myGuide by edcast dashboard interface. The top navigation bar includes the myGuide by edcast logo, a hamburger menu icon, the user name 'Pear', a 'Download' button, and a user profile dropdown for 'Aishwarya'. The left sidebar contains a list of navigation items: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity (highlighted with a blue bar), User Provisioning, and Task List. The main content area shows a breadcrumb 'Dashboard' and three summary cards: '1 ORGANIZATIONS', '2 APPLICATIONS', and '2 USERS'. A callout box with a location pin icon points to the 'Activity' tab in the sidebar, containing the text 'Click on "Activity" tab'. The footer contains the copyright notice 'Copyright © 2020 - MyGuide by EdCast' and the support email 'support@edcast.com'.

Step: 03

From here Admin can view the activities of the users and their details like:

- 1) What activity was performed
- 2) Description
- 3) Email ID of the user who performed the activity
- 4) Modification Date
- 5) IP Address of the system from where the activity was performed
- 6) Actions

The screenshot displays the 'myGuide by edcast' Admin Activity page. The page features a sidebar with navigation options like Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area shows the 'Admin Activity' section with a search bar and a table of activities. A callout box highlights the text: 'From here Admin can view the activities of the users and their details like:' followed by a list of details: 'What activity was performed', 'Description', 'Email ID of the user who performed the activity', 'Modification Date', 'IP Address of the system from where the activity was performed', and 'Actions'.

Activity	Description	Activity Email ID	Modification Date	IP Address	Actions
Deleted Category	Aishwarya Karanjkar' Has Deleted Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Deleted Tour	Aishwarya Karanjkar' Deleted The Application 'Appl'		Sun, Feb 7, 2021	61.0.92.41	Details
Updated Organization	Aishwarya Karanjkar' Updated The Organization 'Pear'		Fri, Feb 5, 2021	59.99.6.132	Details
Updated Application	Aishwarya Karanjkar' Updated The Application 'Application 01'		Thu, Feb 4, 2021	117.242.97.106	Details
Created Category	Aishwarya Karanjkar' Created The Category '1' Under The Application 'Application 01'		Wed, Feb 3, 2021	106.207.128.9	Details
Updated Admin Settings	Myguide Admin' Has Updated The Organization 'Pear'		Tue, Feb 2, 2021	59.99.7.219	Details
Deleted Tour	Aishwarya Karanjkar' Deleted The Application 'Appl'		Tue, Feb 2, 2021	59.99.7.219	Details

Step: 04

Click on "Login Activity"

The screenshot shows the myGuide by EdCast interface. The left sidebar contains a navigation menu with items like Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The 'Activity' item is currently selected. The main content area shows the 'Admin Activity' section with a sub-tab for 'Login Activity' highlighted. A callout box points to this tab with the text 'Click on "Login Activity"'. Below the tabs, there is a search bar and a table of activity logs.

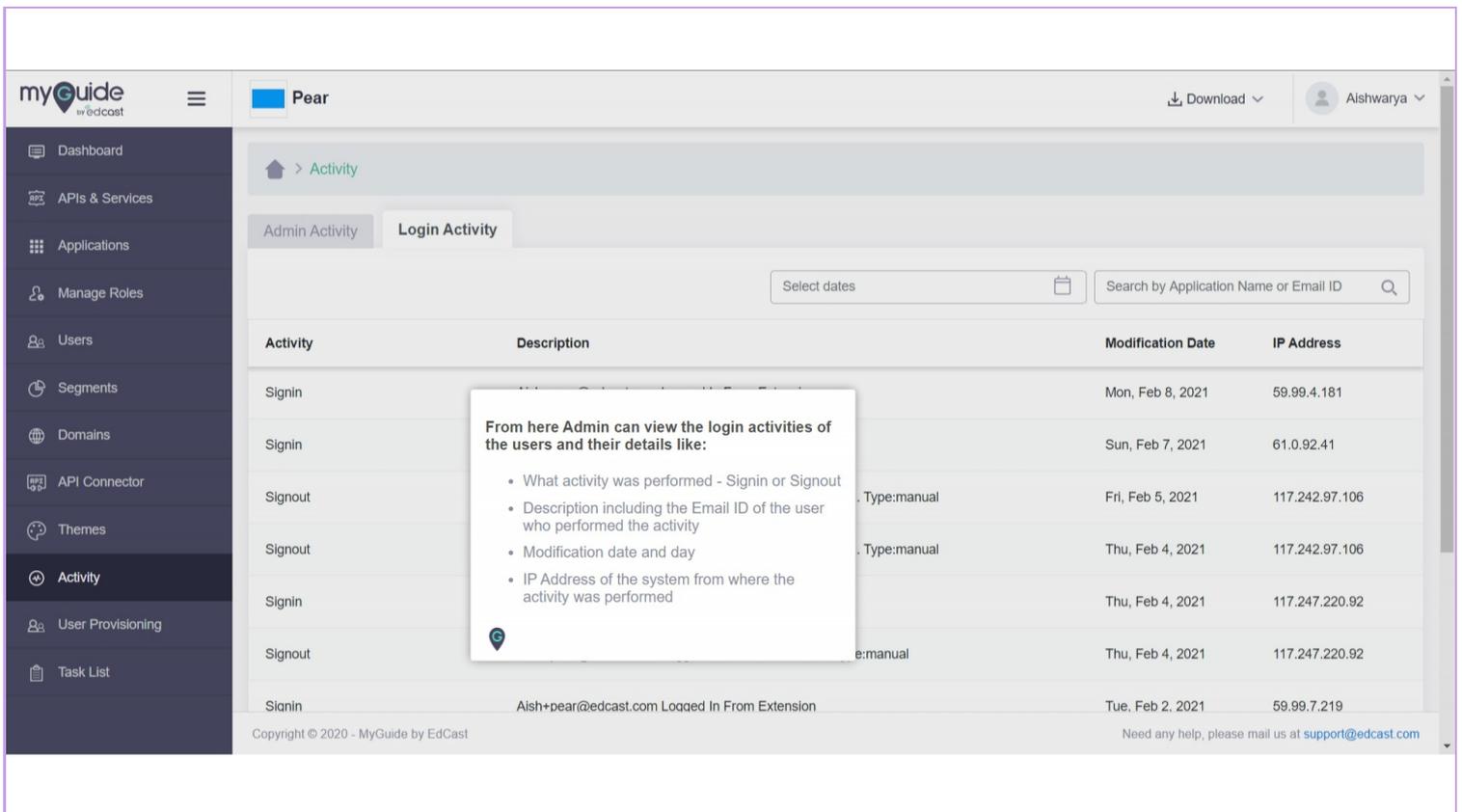
Activity	Description	Activity Email ID	Modification Date	IP Address	Actions
Deleted Category	Aishwarya Karanjkar' Has Deleted Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Deleted Tour	Aishwarya Karanjkar' Has Deleted Tour '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Updated Organization	Aishwarya Karanjkar' Has Updated Organization 'Pear'	aish+pear@edcast.com	Fri, Feb 5, 2021	59.99.6.132	Details
Updated Application	Aishwarya Karanjkar' Has Updated Application 'Application 01'	aish+pear@edcast.com	Thu, Feb 4, 2021	117.242.97.106	Details
Created Category	Aishwarya Karanjkar' Has Created Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Wed, Feb 3, 2021	106.207.128.9	Details
Updated Admin Settings	Myguide Admin' Has Updated Admin Settings For The Organization 'Pear'	natasha@edcast.com	Tue, Feb 2, 2021	59.99.7.219	Details
Deleted Tour	Aishwarya Karanjkar' Has Deleted Tour 'Test 1'	aish+pear@edcast.com	Tue, Feb 2, 2021	59.99.7.219	Details

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Step: 05

From here Admin can view the login activities of the users and their details like:

- 1) What activity was performed - Signin or Signout
- 2) Description including the Email ID of the user who performed the activity
- 3) Modification date and day
- 4) IP Address of the system from where the activity was performed



The screenshot shows the myGuide by edcast Admin interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity (highlighted), User Provisioning, and Task List. The main content area is titled 'Activity' and has tabs for 'Admin Activity' and 'Login Activity'. A search bar is present with a 'Select dates' dropdown and a search input field. Below the search bar is a table with columns: Activity, Description, Modification Date, and IP Address. A callout box is overlaid on the table, containing the following text:

From here Admin can view the login activities of the users and their details like:

- What activity was performed - Signin or Signout
- Description including the Email ID of the user who performed the activity
- Modification date and day
- IP Address of the system from where the activity was performed

Activity	Description	Modification Date	IP Address
Signin		Mon, Feb 8, 2021	59.99.4.181
Signin		Sun, Feb 7, 2021	61.0.92.41
Signout	. Type:manual	Fri, Feb 5, 2021	117.242.97.106
Signout	. Type:manual	Thu, Feb 4, 2021	117.242.97.106
Signin		Thu, Feb 4, 2021	117.247.220.92
Signout	e:manual	Thu, Feb 4, 2021	117.247.220.92
Signin	Aish+pear@edcast.com Logged In From Extension	Tue, Feb 2, 2021	59.99.7.219

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Step: 06

Select dates from here

The screenshot displays the 'Admin Activity' section of the myGuide by edcast interface. The page title is 'Pear'. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity (selected), User Provisioning, and Task List. The main content area shows a table of activities with columns for Activity, Description, Action, Date, IP Address, and Actions. A date selection dropdown is open over the 'Activity' column header, with the text 'Select dates from here' displayed. The table lists various actions such as 'Deleted Category', 'Deleted Tour', 'Updated Organization', 'Updated Application', 'Created Category', 'Updated Admin Settings', and 'Deleted Tour'.

Activity	Description	Action	Date	IP Address	Actions
Deleted Category	Aishwarya Karanjkar' Has Deleted Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Deleted Tour	Aishwarya Karanjkar' Has Deleted Tour '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Updated Organization	Aishwarya Karanjkar' Has Updated Organization 'Pear'	aish+pear@edcast.com	Fri, Feb 5, 2021	59.99.6.132	Details
Updated Application	Aishwarya Karanjkar' Has Updated Application 'Application 01'	aish+pear@edcast.com	Thu, Feb 4, 2021	117.242.97.106	Details
Created Category	Aishwarya Karanjkar' Has Created Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Wed, Feb 3, 2021	106.207.128.9	Details
Updated Admin Settings	Myguide Admin' Has Updated Admin Settings For The Organization 'Pear'	natasha@edcast.com	Tue, Feb 2, 2021	59.99.7.219	Details
Deleted Tour	Aishwarya Karanjkar' Has Deleted Tour 'Test 1'	aish+pear@edcast.com	Tue, Feb 2, 2021	59.99.7.219	Details

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Step: 07

Click on "Apply"

So the results will return for the selected dates

The screenshot shows the 'myGuide by edcast' Admin Activity page. The user is logged in as 'Aishwarya'. The page displays a table of activity logs under the 'Login Activity' tab. A date selection calendar is open, showing the months of January and February 2021. The date '8' in February is selected. Below the calendar, there are 'Clear' and 'Apply' buttons. A tooltip is visible over the 'Apply' button, containing the text: 'Click on "Apply" So the results will return for the selected dates'. The table below the calendar shows activity logs with columns for Activity, Description, Date, and IP Address.

Activity	Description	Date	IP Address
Signin	Aish+pear@edcast.com L	21	59.99.4.181
Signin	Aish+pear@edcast.com L	21	61.0.92.41
Signout	Aishwaryak+pp@edcast.c	1	117.242.97.106
Signout	Aishwaryak+pp@edcast.c	21	117.242.97.106
Signin	Aish+pear@edcast.com L	21	117.247.220.92
Signout	Aish+pear@edcast.com Logged Out From Extension. Type>manual	21	117.247.220.92
Signin	Aish+pear@edcast.com Logged In From Extension	21	59.99.7.219

Step: 08

From here you can search by application name or email id

The screenshot displays the 'Admin Activity' section for the 'Pear' organization. The interface includes a sidebar with navigation options like Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area shows a table of activities with the following data:

Activity	Description	Activity Email ID	Modification Date	IP Address	Actions
Deleted Category	Aishwarya Karanjkar' Has Deleted Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Deleted Tour	Aishwarya Karanjkar' Has Deleted Tour '1' Under The Application 'Application 01'	aish+pear@edcast.com	Sun, Feb 7, 2021	61.0.92.41	Details
Updated Organization	Aishwarya Karanjkar' Has Updated Organization 'Pear'	aish+pear@edcast.com	Fri, Feb 5, 2021	59.99.6.132	Details
Updated Application	Aishwarya Karanjkar' Has Updated Application 'Application 01'	aish+pear@edcast.com	Thu, Feb 4, 2021	117.242.97.106	Details
Created Category	Aishwarya Karanjkar' Has Created Category '1' Under The Application 'Application 01'	aish+pear@edcast.com	Wed, Feb 3, 2021	106.207.128.9	Details
Updated Admin Settings	Myguide Admin' Has Updated Admin Settings For The Organization 'Pear'	natasha@edcast.com	Tue, Feb 2, 2021	59.99.7.219	Details
Deleted Tour	Aishwarya Karanjkar' Has Deleted Tour 'Test 1'	aish+pear@edcast.com	Tue, Feb 2, 2021	59.99.7.219	Details

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Thank you

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