

Your Activity Logging System - What Gets Recorded

1. User Access & Accounts

This section tracks who is using the system and how user accounts are managed.

- **User Login & Logout:**
 - **Action:** Records every time a user successfully logs in or logs out.
 - **Details:** Captures *who* logged in/out and when.
 - **Example Log:** User Logged In
- **Administrator Account Changes:**
 - **Action:** Tracks when an administrator creates, updates, or deletes another user's account.
 - **Details:** Monitors changes to a user's *Name, Email, Assigned Role* (e.g., from Editor to Manager), and *Account Status* (Active/Inactive).
 - **Example Log:** Admin updated the User Account 'Jane Smith' with role 'Editor'.

2. Content Management

This tracks the entire lifecycle of the public-facing content on your website.

- **Books (Digital Library):**
 - **Action:** Logs the creation, updating, or deletion of any book.
 - **Details:** Watches for changes to the *Title, Description, Author, Category, Publisher, Image, Attachments, Keywords/Tags*, and the crucial *Download Availability* (Full, Partial, or None).
 - **Example Log:** Librarian created the Book titled 'Introduction to Quantum Physics'.
- **News :**
 - **Action:** Records the creation, editing, or deletion of news items.
 - **Details:** Tracks changes to the *Title, Content, Publishing Status, Category*, and whether an article is marked as *Featured*.
 - **Example Log:** Editor updated the News article titled 'University Announces New Campus Wing'.
- **Posts (General Articles/Blogs):**

- **Action:** Logs when posts are created, updated, or deleted.
- **Details:** Monitors changes to the *Title*, *Content*, *Publishing Status*, and *Category*.
- **Example Log:** Admin updated the Post titled 'New Student Orientation Schedule'.
- **Events:**
 - **Action:** Records the creation, modification, or deletion of university events.
 - **Details:** Tracks changes to the *Title*, *Description*, *Event Dates*, *Status* (e.g., Published, Archived), and *Images*.
 - **Example Log:** Jane Smith created the Event titled 'Annual Science Fair 2025'.

3. University Structure & Staff Pages

This section monitors changes to the core informational pages about the university's organization and people.

- **All Organizational Units are Tracked, including:**
 - Faculties
 - Departments
 - Administrative Departments
 - Scientific Centers
 - Centers
- **What's Monitored for these Units:**
 - **Action:** Logs when any of the above unit pages are created, updated, or deleted.
 - **Details:** Records changes to the unit's *Name*, *Description*, assigned *Head of Unit*, and *Status* (visible/hidden).
 - **Example Log:** Admin updated the Unit Profile for 'Faculty of Arts'.
- **Staff Profiles:**
 - **Action:** Tracks when a faculty or staff member's personal page is created, updated, or deleted.
 - **Details:** Monitors changes to the staff member's *Name*, *Position*, *Contact Information*, *Status*, etc.
 - **Example Log:** Admin updated the Staff Profile for 'Professor John Doe'.
- **Content Tabs (On Unit & Staff Pages):**
 - **Action:** Logs all operations on the content tabs found on Staff and Unit pages.

- **Details:** Records when a tab is *created, edited, deleted*, or when the *order of tabs is changed*.
- **Example Logs:**
 - Admin created the Content Tab named 'Research Projects' for Unit 'Scientific Center for Innovation'.
 - Admin reordered the content tabs for 'Professor John Doe'.

4. Ranking System Audit Trail

This provides a transparent record of the academic ranking and review process.

- **Submission Review:**
 - **Action:** Logs every time a manager reviews a submission from a staff member.
 - **Details:** Records every change to a submission's *Status* (e.g., Pending to Approved/Rejected), the *Score Awarded*, and any *Review Notes* left by the manager.
 - **Example Log:** Ranking Manager updated the Ranking Submission for Staff 'Jane Smith' on Indicator 'Published Scopus Article'.

Key Information Captured in Every Log Entry

To ensure a complete audit trail, every single log entry automatically captures:

- **Who:** The name of the user who performed the action.
- **What:** A clear, human-readable description of the action (e.g., "created", "updated").
- **Which Item:** The specific piece of content or record that was affected.
- **When:** The exact date and time the action occurred.