

Administrator Guide

Activity tracking

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Contents

1.	Gett	ing started configuring your workspace	. 4
	1.1.	Compatibility	6
		Operating systems	6
		Web browsers	6
		Other software	6
	1.2.	Log in to your workspace	. 7
		Log in with your Oodrive login credentials	7
		Log in with your company login credentials	. 9
	1.3.	Overview of the Activities module	11
	1.4.	Browse the Activities module	11
2.	Mor	itoring workspace activity	12
	2.1.	View an event	13
	2.2.	Filter the activity log	14
		Save filters	14
		Modify filters	15
		Delete filters	15
	2.3.	Generate an instant report	16
	2.4.	Schedule a report	16
	2.5.	Modify a scheduled report	18
		Modify an existing report	18
		Deactivate or reactivate a report	18
		Delete a report	19

1. Getting started configuring your workspace

As an Oodrive account holder with administrative rights, you have been made administrator of one or more administration modules on your company's workspace.

As a result, you are responsible for configuring a certain number of options relating to the behavior of applications offered to your organization's employees.

Several administration modules may be available to you in the Oodrive Suite portal, depending on how these responsibilities have been assigned within your company.

Some administration modules are shared between all Oodrive solutions and allow you to configure and monitor your workspace as a whole :



Other administration modules are dedicated to a specific solution. These modules allow you to configure each application according to the needs of your organization :

Soluti	on-specific administration modules
Sharing Administration	 Module dedicated to Oodrive Work_share and Oodrive Work
4	 Configuration of options for sharing and collaboration applications
	 Monitoring of user activities
	Access documentation
Work Administration	 Module dedicated to Oodrive Work Teamspace management <u>Access documentation</u>
Backup Management	 Module dedicated to Oodrive Save Configuration of savesets and backup policies for your user base <u>Access documentation</u>
Oodrive Media Administration	 Module dedicated to Oodrive Media Configuration of the Media Library application <u>Access documentation</u>
Oodrive Meet Administration	 Module dedicated to Oodrive Meet Configuration of meeting options <u>Access documentation</u>

An administrator guide is available for each of these modules in order to assist you in configuring your workspace, depending on your role.

Please note: Only Oodrive technical support can be responsible for assigning and modifying administration rights. As a result, the administration modules to which you have access depend on the configuration defined by Oodrive support and its main point of contact within your company.

1.1. Compatibility

Oodrive solutions run on different operating systems and browsers. You will find the list of compatible versions below:

Operating systems

Windows

Operating systems covered by Microsoft standard support (Cf. Windows lifecycle: http://windows.microsoft.com/en-us/windows/lifecycle)

MacOs et iOS

Major versions n and n-1 (current and previous)

Android

Major versions n and n-1 (current and previous)

Web browsers

Microsoft Edge, Google Chrome and Mozilla Firefox

Major versions n and n-1 (current and previous)

Safari

Latest major version available on a compatible Apple operating system

Other software

• JRE (for applets)

JRE (and JDK) supported by Oracle on their respective operating systems

Microsoft Outlook

Versions covered by Microsoft standard support

1.2. Log in to your workspace

There are two ways to log in to your workspace:

- using your Oodrive login credentials
- using your company login credentials

The login options available on your workspace depend on your Access Management module settings.

Log in with your Oodrive login credentials

1. Retrieve the username emailed to you when your account was created and click **Set my password**.

Hello E	izabeth Campbell,
A user ac	count has been created for you by Amandine Girard
Workspa	ce: https://
Your use	mame is: e.campbell
Set r	ny password
Link expire	s on: Sunday, August 14, 2022, 10:00 AM

- 2. You will be redirected to a browser page asking you to set a password and confirm it before clicking **Validate**.
- 3. Click Log in to access the login page.

Please note: If the Oodrive login field is not displayed, click **Log in using your login credentials** to access it.

4. Enter your username and click Next.

5. Enter the password you have just specified, then click Log in.

Careful: After 5 failed login attempts, a security code will automatically be sent via email. This code will be required in addition to your password.

If you have forgotten your password, click Forgot your password?

If two-factor authentication has already been configured on your workspace, you will also be asked to enter the code received on your mobile device.

6. Next, you will access the Oodrive Suite portal, where you will find all the applications and configuration modules to which you have access.

drive suite		? ### Portal Elizabeth Car
Welcome to your portal, Elizabeth Campl From this page, you can access all your platform a	Dell services, data, and settings.	
∧ Services ∧ Data <mark>∨ Configuration</mark>		
Configure access and authentication for your users	Users Manage your users	Activities Monitor user activities
	Oodrive Meet Administration	Oodrive Media Administration

To return to the portal at any time, click on in the upper-right corner of the page, then select **Portal**.

Please note: As a security measure, you will be automatically logged out of your session after 30 minutes of inactivity. You can extend your session by clicking **Continue to browse** when the logout warning appears on the screen.

Log out at any time by clicking on your name in the upper-right corner of the page, then on **Logout**.

Log in with your company login credentials

1. Click the Log in using SSO button.



If the button is not available, click Log in using your company's single sign-on (SSO)

2. Enter your company login credentials and click Log in.

Oodrive
Sign in with your organizational account
someone@example.com
Password
Sign in

If you have forgotten the password associated with your company username, please contact your company's IT administrator.

If two-factor authentication has already been configured on your workspace, you will also be asked to enter the code received on your mobile device.

3. Next, you will access the Oodrive Suite portal where you will find all the applications and configuration modules to which you have access.



To return to the portal at any time, click on in the upper-right corner of the page, then select **Portal**.

Please note: As a security measure, you will be automatically logged out of your session after 30 minutes of inactivity. You can extend your session by clicking **Continue to browse** when the logout warning appears on the screen.

Log out at any time by clicking on your name in the upper-right corner of the page, then on **Logout**.

1.3. Overview of the Activities module

As a user with administrative rights, you are responsible for monitoring workspace activity.

The Activities module allows you to:

- View the history of actions performed by workspace users
- View the details of each event
- Filter the activity log to find a specific event
- Save custom filters to quickly display the most relevant data
- Schedule activity reports, sent at the frequency of your choice



Please note: In compliance with regulations, activity logs are only retained for a period of 12 months.

1.4. Browse the Activities module

In the navigation panel along the left side of the page, you can quickly access each section of the Activities module.



2. Monitoring workspace activity

Track activities performed on the workspace by Users, Contacts and Anonymous Contacts (without a login).

You can monitor the activities performed on every application of your workspace, and you can also create and schedule reports regarding these activities.

The table below lists the applications associated with each Activities module filter:

"Service" Filter Value	Application
addive platform	 Address Book
oodrive_platform	 "My Account" section
	Delegations
Users	Users module
Authentication	 Access Management module
Share administration	 Sharing Administration module
oodrive_share &	 Oodrive Work_share application
oodrive_collaborate	 Oodrive Work application
Media	 Oodrive Media application
	 Media Library Management module
	Media Library Administration module
oodrive_meeting	Oodrive Meet application
Office Online	Office Online application
Collabora Online	Collabora Online application
CHAT-PROVISIONING	 Activities related to the discussion feature in Oodrive Work
Teamspace	 Activities related to teamspace management in Oodrive Work
Oodrive_legal_Notice	Legal Notices Administration module
	 Activities related to legal notices

Please note: In compliance with regulations, activity logs are only retained for a period of 12 months.

2.1. View an event

The Activities view in the Activity log section allows you to view all workspace activity.

Click on the event of your choice to display the information panel.

EventUserDetailsWorkspace :tw-iextranetv5Date :4/19/24, 9:41 AMService :AuthenticationEvent :Logged inIP address :185.245.138.16User-Agent :Mozilla/5.0 (Windows NT 10.0)	Logged	in - Willi	am Stone
Workspace :tw-iextranetv5Date :4/19/24, 9:41 AMService :AuthenticationEvent :Logged inIP address :185.245.138.16User-Agent :Mozilla/5.0 (Windows NT 10.0)	Event	User	Details
Win64; x64; rv:125.0) Gecko/	Workspa Date : Service : Event : IP addre User-Ag	ce : : ss : ent :	tw-iextranetv5 4/19/24, 9:41 AM Authentication Logged in 185.245.138.16 Mozilla/5.0 (Windows NT 10.0; Win64: x64; rv:125.0) Gecko/

You will then be able to browse the information panel tabs to view the event details. The available tabs are:

- Event: general information about the event (date, service, event type)
- **User**: information about the user who performed the action (name, account type, username, email address, company)
- **Details**: technical information specific to the event type

2.2. Filter the activity log

- 1. In the navigation panel along the left side of the page, click the **Activity log** section and select **Activities**.
- **2.** Use the filter options above the events list to focus your search on specific activities. You can filter by:
 - Time period: last 24 hrs, last 7, 30 or 90 days, or custom range
 - Services: business applications, administration modules and Oodrive Suite services
 - Events: action performed by the user

Activities Activity log (40)					
Last 30 days	✓ Authentication	1 V Logged in,	Log 2 V 🖺 🕻 Reset		庐 Export v
Date ↑	User	Service	Event	Logged in - Eliza	abeth Campbell
4/19/24, 11:00 AM	Elizabeth Campbell	Authentication	Logged in	Event User	Details
4/19/24, 10:59 AM	Amandine Girard	Authentication	Logged out	Workspace :	tw-iextranetv5 4/19/24 11:00 АМ
4/19/24, 10:53 AM	Amandine Girard	Authentication	Logged in	Service :	Authentication
4/19/24, 10:50 AM	William Stone	Authentication	Logged in	IP address :	185.245.138.16
4/19/24, 10:50 AM	Simon Bernard	Authentication	Logged out	User-Agent :	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/124.0.0.0 Safari/537.36
4/19/24, 10:40 AM	Simon Bernard	Authentication	Logged in		
4/19/24, 10:27 AM	Simon Bernard	Authentication	Logged out		
4/19/24, 9:56 AM	Simon Bernard	Authentication	Logged in		

The event list is filtered according to the selected criteria:

You can also modify the order in which the events are displayed. By default, the list is ordered from the most recent to the oldest event :

- Click on the **Date** column heading to change the order in which the events are displayed (from oldest to most recent, and vice-versa). An arrow indicates the sorting order.
- Click on the User column heading to sort the list alphabetically by last name of users.
- **3.** To remove the applied filters and return to the full view of the activity log section, click **Reset**.

Save filters

Saving filters allows you to quickly access relevant information and generate scheduled reports focused on specific activities.

- 1. In the Activity log section, select Activities.
- 2. Use the filter options above the events list to focus your report on specific activities (time period, services, events).
- 3. To the right of your filters, click the **Save your filters** button.
- 4. Enter the name of your new filter and click Save.

To apply your saved filter to the events list, select the filter in the **My filters** section and click **Open**.

Modify filters

You can make changes to your saved filters at any time in the **My filters** menu. However, you cannot rename an existing filter: if you want to change the name of a filter, you must recreate it.

- 1. In the Activity log section, select My filters.
- 2. Select the filter you want to modify to view filter details.
- 3. In the panel on the right, click **Open**.
- 4. Use the filter options above the events list to make changes to your filter settings.
- 5. When you have finished, click the **Save modifications** button.
- 6. Click the **Quit filter view** button to return to the full activities view.

Delete filters

- 1. In the Activity log section, select My filters.
- 2. Select the filter you want to delete.
- 3. In the panel on the right, click **Delete**.
- 4. Click **Delete** again to permanently delete the selected filter.

2.3. Generate an instant report

You can generate instant tracking reports regarding user workspace activity. Filter tracking data to zero in on the most relevant workspace activities before generating your report in CSV or JSON format.

- 1. In the Activity log section, select Activities.
- 2. Use the filter options above the events list to focus your report on specific activities (time period, services, events).
- 3. In the upper-right corner of the page, click **Export** and select a file format :
 - Full Export JSON Format
 - Full Export CSV Format
 - Audit Export CSV Format

Please note: The audit export is more concise than the full export and particularly useful for highlighting the most important information in the report, especially those relating to collaboration.

4. In your web browser, a CSV or JSON file will download.

Click on the downloaded file to open.

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-																
	A	В	C	D	E		F			G	н	1			J	-
1	User type	Login	First name	Last name	Company	Email			Event Type		Workspace	Timestamp		Server N	lame	
2	USER	a.girard	Amandine	Girard	Oodrive		1.000		LOGIN		tw-iextrane	t5 2020-04-21	T12:06Z	heimda		
3	USER	a.girard	Amandine	Girard	Oodrive	and the second	10 March 10		LOGIN		tw-iextrane	t5 2020-04-08	T18:53Z	heimda	1	
4	USER	a.girard	Amandine	Girard	Oodrive	10 M 10 M	10 March 10		USER_UPDAT	TE	tw-iextrane	t5 2020-04-28	T14:49Z	asgard-l	nome	
5	USER	a.girard	Amandine	Girard	Oodrive	to be an and the second	and the second	100	LOGIN		tw-iextrane	t5 2020-04-23	T14:14Z	heimda	1	
6	USER	a.girard	Amandine	Girard	Oodrive	and the second	and the second	100	LOGIN		tw-iextrane	t5 2020-04-27	T15:03Z	heimda	1	
7	USER	a.girard	Amandine	Girard	Oodrive			1.0	LOGIN		tw-iextrane	t5 2020-04-28	T13:55Z	heimda	1	
8	USER	a.girard	Amandine	Girard	Oodrive			100	LOGIN		tw-iextrane	t5 2020-04-14	T15:26Z	heimda	1	
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10	USER	a.girard	Amandine	Girard	Oodrive		and the state of the	100	LOGIN		tw-iextrane	t5 2020-04-28	T14:45Z	heimda	1	
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13	USER	a.girard	Amandine	Girard	Oodrive	-			LOGIN		tw-iextrane	15 2020-04-27	T09:58Z	heimda	1	
14	USER	m.duval	Marie	Duval	Oodrive				USER_UPDAT	TE	tw-iextrane	t5 2020-05-04	T14:19Z	asgard-l	nome	
15	USER	m.duval	Marie	Duval	Oodrive	Constraints.	100 Contractor		LOGIN		tw-iextrane	t5 2020-05-05	T11:30Z	heimda	1	
16	USER	a.girard	Amandine	Girard	Oodrive	a la serie	a fille a	100	LOGIN		tw-iextrane	15 2020-04-22	T16:46Z	heimda	1	
17	USER	a.girard	Amandine	Girard	Oodrive	and the second second	and the state of the		LOGIN		tw-iextrane	t5 2020-05-06	T11:02Z	heimda	1	
18	USER	a.girard	Amandine	Girard	Oodrive	and the second	and the second	100	LOGIN		tw-iextrane	t5 2020-04-29	T19:49Z	heimda	1	
19	USER	m.duval	Marie	Duval	Oodrive	a particular			LOGIN		tw-iextrane	t5 2020-05-06	T10:44Z	heimda	1	
20	USER	a.girard	Amandine	Girard	Oodrive		10000	100	ADDRESS_BC	OOK_CONTACT_UPD	ATE tw-iextrane	t5 2020-04-28	T15:12Z	asgard-a	dmin	
21	CONTACT	c.chardon	Chloe	Chardon	Oodrive	Contraction of the	and the second		LOGIN		tw-iextrane	t5 2020-04-28	T15:13Z	heimda	1	
22	USER	a.girard	Amandine	Girard	Oodrive		and the last of	100	USER_UPDAT	TE	tw-iextrane	t5 2020-04-28	T14:49Z	asgard-l	nome	
23	CONTACT	c.chardon	Chloe	Chardon	Oodrive	a para da	and the second		LOGIN		tw-iextrane	t5 2020-04-30	T11:36Z	heimda	1	

2.4. Schedule a report

Automate the report generation process on a daily, weekly, and/or monthly basis. Automatic reports are generated from a saved filter, so that the Oodrive platform can filter workspace activities to only include the most salient tracking data.

Once a scheduled report has been auto-generated, you will automatically receive an email containing a download link to the new report in CSV or JSON format.

Requirements: To schedule a report, you must have already saved a filter. If you have not saved any filters yet, please refer to the section "Save filters" on page 14.

- 1. In the navigation panel, click the **Scheduled reports** section.
- 2. In the upper-right corner of the page, click **New report**.
- 3. Enter the **Report name**. Your report will display under this name in the **Scheduled reports** section.
- 4. Select a filter among those you have saved. It will be used to define the scope of the report.
- 5. Select the frequency (Every day, Every Monday, Every month) to autogenerate the report.

6. Click Create.

A confirmation message will appear confirming that the report has been successfully planned.

Below is an example of the email notification received following a scheduled report. The new report can be downloaded locally by clicking on **Download as .CSV** or **Download as JSON**.

Your scheduled report Daily Sharing has been successfully exported Workspace: https:// Export date and time: August 9, 2022, 2:16:35 PM File name: Daily Sharing.csv Download as CSV If the button above does not work: https://preprod.oodrive.com/tracking/public/tracks.csv? token=ey.tra/WQiOJIRUINREFMTEItFWUIEIkwidHtwljoiSidUliwiYWknijoiSEMyNTYifQ. ey.Jpc3MiOJIRUINREFMTEItFWUIEIkwidHtwljoiSidUliwiYWknijoiSEMyNTYifQ. ey.Jpc3MiOJIRUINREFMTEItTU1VFUIIsImV4cCl6MTY2MDUxMDgwMCwiaRpijoiNIE FN0N6Zkt1Jamk1VVRucWZCSFdQQSIsImIhdCl6MTY2MDA3ODgwMCwiSEVJTURB TtsZTRUNSRVRLRVkiOnsid29ya3MvYWNIIjpudWxsl.CJmaWxdZXiIOnsiZX2IbnRz/ip undMxdl C herdMPo0/fors1b/suebNVV UPDCF0216bav/eb.cu/2016Fbr/
Workspace: https:// Export date and time: August 9, 2022, 2:16:35 PM File name: Daily Sharing.csv Download as CSV If the button above does not work: https://preprod.oodrive.com/tracking/public/tracks.csv? token=eyJraWQiOJJRUINREFMTEIfWIJEIkwidHWJoJSIdUIiwYWknIjoJSFMyNTYifQ. eyJpc3MiOkJIRUINREFMTEIfWIJEIkwidHWJoJSIdUIiwYWknIjoJSFMyNTYifQ. eyJpc3MiOkJIRUINREFMTEIfU1VFUIIsImV4cCl6MTY2MDUxMDgwMCwiaRpiJoiNIE FN0N6ZktJamkt1V/RucWZCSFdQQSIsImIhdCl6MTY2MDA3ODgwMCwiSEVJTURB TtsZtrRUC (behtRea/Wh4Cl6hadW/com5tbc/augush00/VUIDGCE0216ba/v6c/u2M6EPG
Export date and time: August 9, 2022, 2:16:35 PM File name: Daily Sharing.csv Download as .CSV If the button above does not work: <u>https://preprod.oodrive.com/tracking/public/tracks.csv?</u> token=ey.JraWQiOjJIRUINREFMTEITU1VFUIIsImV4cCi6MTV2MDJagwMCwianRpijoiNIE ENDN6Zk1Jamk1VVRucWZCSFdQQSIsImIhdCi6MTV2MDA3QDgwMCwiSEVJTURB TrackTUSRVLRVkiOnsid29ya3NwYWNIIjpudWxsLCJmaWx0ZXIDnsiZVLBN2FDG
File name: Daily Sharing.csv Download as CSV If the button above does not work: https://preprod.oodrive.com/tracking/public/tracks.csv? token=ey.tra/WQiOJJIRUINREFMTEItFWUIEIkwidHtwljoiSIdUIiwYYWxnIjoISEMyNTYfrQ. ey.Jpc3MiOJJIRUINREFMTEItTU1VFUIIsImV4cCl6MTY2MDUxMDgwMCwiaRpIjoINIE EN0N6Zkt1Jamk1VVRucWZCSEdQQSIsImIhdCl6MTY2MDA3ODgwMCwiSEVJTURB TtsZtrRUC/LbeHRea/Wh4Cbichm/ComCeTbCoureIbWyUIPSCED/Ebba/bc/cu/2016br/
Download as CSV If the button above does not work: <u>https://preprod.oodrive.com/tracking/public/tracks.csv?</u> token=ey.Jra/VQiOJJRUINREFMTEItPWJIEIkwidHlwijoiSidUliwiYYWxnijoiSFMyNTYifQ, ey.Jpc3MiOiJJRUINREFMTEItU1VFUIIsImV4cCl6MTY2MDUxMDgw/MCwiaRpijoiNIE FN0N6Zk1Jamk1VVRucWZCSFdQQSIsImIhdCl6MTY2MDA3ODgw/MCwiSEVJTURB TEXTRUNSRVRLRVkiOnsid29ya3NwYWNIjpudWxslcJmaWxdZXliOnsiZX2IbRzPip
duviseLesinti fissavimilionis fioswaninko rzytych odzistani rzyczy z pod F0ZSI6bn/VsbCwidXNickikijoiODE1NGMxNzktYmYyYy00YjgyLTg3NGQtNDY0ZTkzYj djZmYzIlwicGVyaW9kijoiUDFEIn19fQ.WSjwGsbC0Lr5xsK4y8_kZKPiF89gqiFEb7j_0 XIRe0A

2.5. Modify a scheduled report

You can find all your scheduled reports in the **Scheduled reports** section. Click on the report of your choice to:

- Make changes to the report
- Deactivate or reactivate the report temporarily
- Delete the report permanently

Modify an existing report

- 1. In the navigation panel, click the **Scheduled reports** section.
- 2. Select the report you want to modify.

The details of the selected report are displayed in the panel on the right (date created, filter, sending frequency).

- **3.** Along the bottom of the panel, click **Edit**.
- 4. Update the form, then click **Edit** to save your changes.

Deactivate or reactivate a report

- 1. In the navigation panel, click the **Scheduled reports** section.
- 2. Select the report you want to deactivate/reactivate.

The details of the selected report are displayed in the panel on the right (date created, filter, sending frequency).

3. Click on the toggle switch to the right of the report name.



A blue toggle switch indicates that the report is enabled.



A gray toggle switch indicates that the report is disabled.

Delete a report

- 1. In the navigation panel, click the **Scheduled reports** section.
- 2. Select the report you want to delete.

The selected report's details are displayed in the panel on the right (date created, filter, sending frequency).

- **3.** Along the bottom of the panel, click **Delete**.
- 4. Click **Delete** again to permanently delete the scheduled report.

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