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My Logs

“My Session logs” feature is used to store detailed information of the current user activities in [AccuCampus](#), for each session performed important data is gathered such as:

- - When did the activity start?.
- - Who did the student meet?.
- - What role the user is using?.
- - Where did the activity take place?.
- - What was the session about (specific courses, services, seminars)?.
- - Any logs/follow-up information related to this activity?.
- -When did the activity finish?.

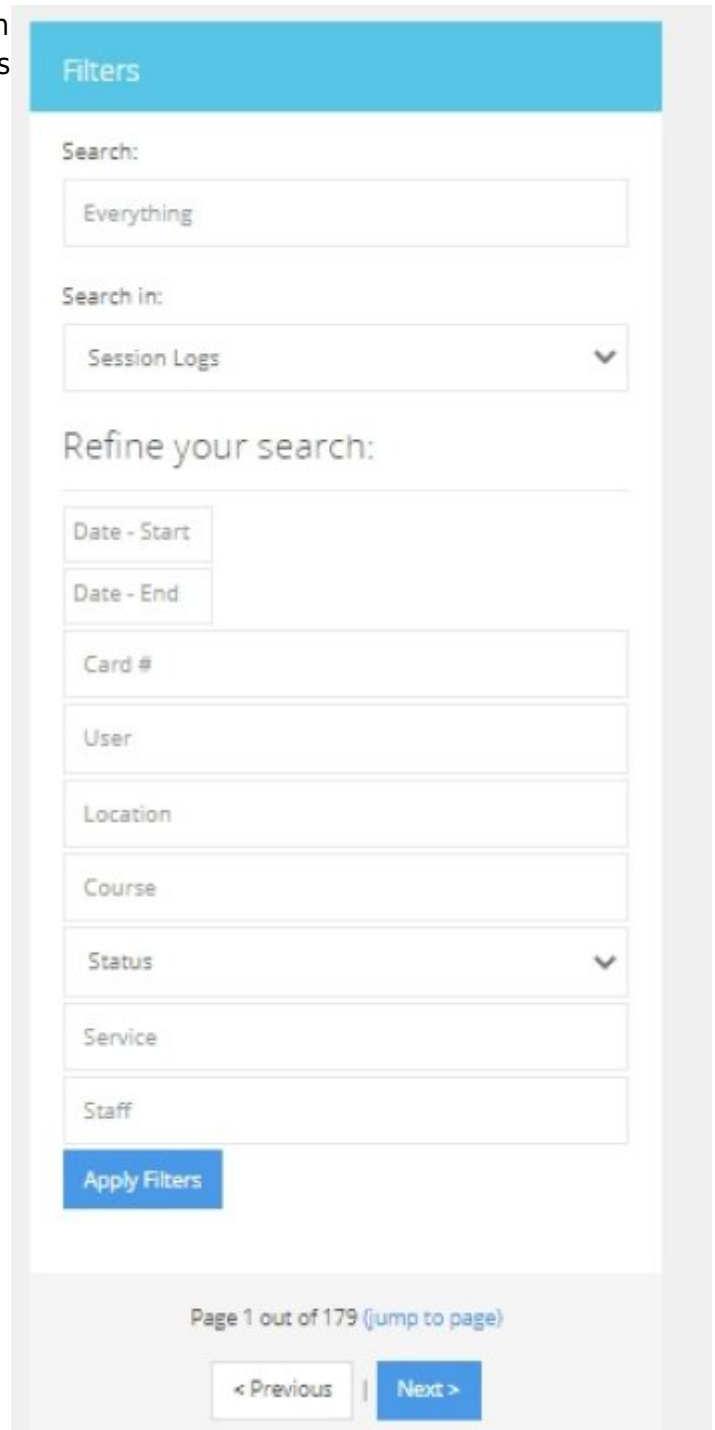
This is where the current user can view his/her sessions-logs for every visit to a center around campus.

Session Logs

A screenshot of the AccuCampus Session Logs interface. At the top, there is a navigation bar with buttons: "Create Log" (blue), "Swipe a Card", "Who's In", "Raw Swipes", and "Show my logs only" (with a dropdown arrow). A search icon is on the right. Below the navigation bar, there is a list of session logs. Each log entry starts with a green checkmark icon, followed by the name "jorge rodriguez". Below the name, there is a magnifying glass icon followed by the word "Valid", a location pin icon followed by "Testing Center", and a clock icon followed by the date and time. To the right of each entry is a "Delete" button.

Session Log	Valid	Location	Date and Time	Action
jorge rodriguez	Valid	Testing Center	Wed, Sep 30, 2020 11:53 AM for 5 mins	Delete
jorge rodriguez	Valid	Testing Center	Wed, Sep 30, 2020 8:51 AM for 168 mins	Delete

Search Filter Options (Magnifying Glass) On the top right-hand side of a magnifying glass, this is the filter area with this option:



The screenshot shows a 'Filters' sidebar on the right side of a page. At the top is a blue header with the word 'Filters'. Below it is a 'Search:' section with a text input field containing 'Everything'. Underneath is a 'Search in:' section with a dropdown menu showing 'Session Logs' and a downward arrow. The next section is 'Refine your search:' followed by several input fields: 'Date - Start', 'Date - End', 'Card #', 'User', 'Location', 'Course', 'Status' (with a dropdown arrow), 'Service', and 'Staff'. At the bottom of this section is a blue button labeled 'Apply Filters'. Below the filter section, there is a pagination bar showing 'Page 1 out of 179 (jump to page)' and two buttons: '< Previous' and 'Next >'.

- **Search-** Use this option to search for a text in all the Logs in **Accucampus** OR in a certain category as selected below in the “Search in” option.
- **Search in-** Use this option to restrict the Search above to a certain Category.

Refine your Search

- **Date Start-** Refine your search by picking a **Date Start** value.
- **Date End** - Refine your search by picking a **Date End** value.
- **Card #-** Refine your search by searching for Text in the **Card #** field.
- **User-** Refine your search by searching for Text in the **User** field.

- **Location**- Refine your search by searching for Text in the **User** field.
- **Course**- Refine your search by searching for Text in the **User** field.
- **Status**- Refine your search by selecting from the **Status** list.
- **Service**- Refine your search by searching for Text in the **Service** field.
- **Staff**- Refine your search by searching for Text in the **Staff** field.

View a Session Log

By clicking the student name you see details in the log such as Dates, locations, Sign-ins or Outs, you can also add Tags as shown below“

Edit Session Log

General Information

User

Albertina Aalders

✕

☐ User is unknown

Signed in as

Attendee

▼

Role

Student

▼

Location

Student Success Center

✕

Course / Seminar

CIRCUIT ANALYSIS II

✕

☐ Use course schedule to determine log status

Services

Academic Tutoring

Type to search...

Q

Add Service

Staff

Heather Thrush

✕

Tags

Add...

Add Tag

In / Out

In / Out

➡

In

▼

06/15/2020

10:27:26am

⬅

Out

▼

06/15/2020

10:29:59am

Timeline

[Refresh]

10:27:26am

10:29:59am

Cancel

Comments

New comment

☐ Public for user

Save Comment

- **Tags-** Use this option to add a new Tag to this log.
- **New Comment-** Use this option to put a Comment in this log.

Comments

New comment

This is a Comment

Comments

Jorge2 rodriguez *This is a Comment*
a few seconds ago
[Edit](#) | [Delete](#)

Jorge2 rodriguez *This is another comment*
a few seconds ago
[Edit](#) | [Delete](#)

New comment

This is another comment



☐ Public for user

Save Comment

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