

Action Protocol

Via the *Action Protocol* menu item, you can generate a list of actions carried out by users in JaniWeb. This allows you to analyse which user performed which action (e.g. an analysis, a change to an object).

The screenshot shows the 'Action Protocol' report in the JaniWeb application. The interface includes a sidebar with navigation options, a top navigation bar with a search bar and user profile, and a main content area with a table of actions. The table has columns for Timestamp, User, Function, Action, and Information. The report is filtered for the period from 07/02/2026 13:53:59 to 07/09/2026 13:53:59. The table shows 65 records, with the first few rows listing actions performed by 'admin01' and 'sales_drakos'.

Timestamp	User	Function	Action	Information
07/06/2026 08:45:44	admin01	Server Logs Report	Run	today - 06.07.2026; fromdate - 06...
07/06/2026 08:46:25	admin01	Time and Attendance - Persons	Edit	Person: Leo Schumacher
07/06/2026 08:46:40	admin01	Server Logs Report	Run	today - 06.07.2026; fromdate - 06...
07/07/2026 08:37:00	admin01	Time and Attendance - Persons	Edit	Person: Leo Schumacher
07/07/2026 08:37:16	admin01	Time and Attendance - Persons	Edit	Person: Darius Dietrich
07/07/2026 09:16:38	sales_drakos	Bookings Report	Run	deleted - Nein; today - 07.07.2026 ...
07/07/2026 09:16:59	sales_drakos	Bookings Report	Run	deleted - Nein; today - 07.07.2026 ...
07/07/2026 09:17:10	sales_drakos	Bookings Report	Run	deleted - Nein; today - 07.07.2026 ...
07/07/2026 09:17:12	sales_drakos	Bookings Report	Run	deleted - Nein; today - 07.07.2026 ...
07/07/2026 09:17:19	sales_drakos	Bookings Report	Run	deleted - Nein; today - 07.07.2026 ...
07/07/2026 09:17:36	sales_drakos	Bookings Report	Run	deleted - Nein; today - 07.07.2026 ...
07/07/2026 09:28:04	sales_drakos	Visits	Run	today - 07.07.2026; fromdate - 07...
07/07/2026 09:28:04	sales_drakos	Visits	Run	today - 07.07.2026; fromdate - 07...
07/08/2026 11:14:18	admin01	Action Protocol	Run	today - 08.07.2026 23:59:59; from...
07/08/2026 11:14:21	admin01	Action Protocol	Run	today - 07.07.2026 23:59:59; from...
07/08/2026 11:14:33	admin01	Action Protocol	Run	today - 08.07.2026 11:14:33; from...
07/08/2026 11:15:22	admin01	Action Protocol	Run	today - 08.07.2026 11:15:22; users...
07/08/2026 11:15:28	admin01	Action Protocol	Run	today - 08.07.2026 11:15:22; funct...
07/08/2026 11:15:29	admin01	Action Protocol	Run	today - 08.07.2026 11:15:22; funct...
07/08/2026 11:15:30	admin01	Action Protocol	Run	today - 08.07.2026 11:15:22; funct...
07/08/2026 11:15:33	admin01	Action Protocol	Run	today - 08.07.2026 11:15:22; users...

Creating the report

- Specify the time period for which you want to generate the report (*From - To*). Or press *Today*, *Yesterday* or *Last week* to quickly generate a report for the corresponding period.
- (Optional) Use the additional fields to narrow the report.
- Press *Run* to start the report.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.

- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

Revision #2

Created 2026-07-09 11:53:18 UTC by DRAKOS

Updated 2026-07-09 11:54:58 UTC by DRAKOS