Log Reports

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FAQs

General

Are Reports sortable?

All reports are sortable - simply click on the headers.

Can a report be exported?

All reports are exportable as a CSV.

Why are some results 'N/A' or simply blank?

This will be due to missing information, e.g. products that are sold which have not been assigned to a Department, or to a Brand with a blank entry in the name.

Real Time Data

Are the reports up to date?

All reports show a snapshot of data at the instant that they were generated. As such, they are always up to date.

Search Log

This report will show you [Site Searches](#) made within a given period.

Unsuccessful searches are highlighted in red.

> " This report is intended to be used in conjunction with Search Overrides to make the most of your popular searches, correct typos and mitigate unsuccessful searches

Search Log

Specify dates from: 30/10/2024 to: 29/11/2024 ALL ▼ Update Reset

⬇ Download report as CSV

search phrase	average product results	number of searches
ball	7	8
test	31	3
bean	1	2
citru	2	2
apple	3	2
towels	12	2
sofa	27	2
shoe	120	2
helicotre	0	1
strawberry	1	1

On page load, it will show a word cloud of popular searches:

Popular Searches

Searched   about u   apple   apples   ball   balls   banana   basket   basketball   bike helmet   booking   bundle   bundles   chair   football   football clothing   football shirt   football shirts   shoe   voucher

Filters

This report may be filtered by:

- Date Range
- All/Successful/Unsuccessful Searches

Key to icons

⬇ = download report

FAQs

FAQs for Log Reports may be viewed [here](#).

Price History

This report will show all price changes within a given period. It may be searched by SKU code.

Price History

Search:	1855B-80716	Specify dates from:	30/10/2020	to:	29/11/2024	Update Reset

⬇ Download report as CSV

	product	code	price type	price	on sale	timestamp
📝	Citrus Fruit (variant images) Orange	1855B-80716	trade	1.67	no	28/11/2024 09:17
📝	Citrus Fruit (variant images) Orange	1855B-80716	default	2.00	yes	09/10/2024 11:50
📝	Citrus Fruit (variant images) Orange	1855B-80716	trade	2.50	no	09/10/2024 11:50
📝	Citrus Fruit (variant images) Orange	1855B-80716	trade	2.50	no	01/07/2024 16:51
📝	Citrus Fruit (variant images) Orange	1855B-80716	trade	1.67	no	17/05/2024 12:18
📝	Citrus Fruit (variant images) Orange	1855B-80716	default	2.00	yes	08/05/2024 16:07
📝	Citrus Fruit (variant images) Orange	1855B-80716	default	4.00	yes	24/04/2024 15:31
📝	Citrus Fruit (variant images) Orange	1855B-80716	trade	4.16	no	27/02/2024 12:14
📝	Citrus Fruit (variant images) Orange	1855B-80716	trade	4.17	no	02/01/2024 16:07
📝	Citrus Fruit (variant images) Orange	1855B-80716	default	5.00	yes	12/09/2023 15:41
📝	Citrus Fruit (variant images) Orange	1855B-80716	default	5.00	no	12/09/2023 14:43

Filters

This report may be filtered by:

- SKU
- Date Range

Key to icons

⬇ = download report

FAQs

FAQs for Log Reports may be viewed [here](#).

Admin Activity Log

This report will keeps a log of user activity within the CMS. It will show you who has logged in and what they have changed.

> ❝ It is not possible to undo changes that have been made - this report is solely for indicative purposes

Admin Activity Log

Specify dates from: `30/10/2020` to: `29/11/2024` Type: `all` User: `all` Filter ID: `_____` `Update` `Reset`

⬇ Download report as CSV

timestamp	log type	action	associated id	user	ip address
2024-11-29 12:43:31	login	iconography login success	1	iconography	195.224.156.173
2024-11-29 12:40:39	login	iconography login success	1	iconography	195.224.156.173
2024-11-29 12:30:25	login	iconography login success	1	iconography	195.224.156.173
2024-11-29 12:15:49	login	iconography login success	1	iconography	195.224.156.173
2024-11-29 12:02:03	login	iconography login success	1	iconography	195.224.156.173
2024-11-29 11:36:08	login	iconography login success	1	iconography	195.224.156.173
2024-11-29 11:11:05	order	Updated allocation of 39038	5468	iconography	195.224.156.173
2024-11-29 11:11:05	order	Updated allocation of 39488	5468	iconography	195.224.156.173
2024-11-29 11:11:05	order	Updated allocation of 39038 to Shop ()	5468	iconography	195.224.156.173
2024-11-29 11:11:05	order	Updated allocation of 39488 to Shop ()	5468	iconography	195.224.156.173
2024-11-29 11:04:51	order	Removed order discount	5468	iconography	195.224.156.173

Data is held on all activity within the CMS, from logging into the system up to amending pages, products and more. IXO Commerce logs activity, but does not record the previous figure in most instances. If a user changes a product name from 'Nike Running Shoe' to 'Running Shoe', the change would be recorded, but neither the precise field nor the historical value would be recorded.

timestamp	log type	action	associated id	user	ip address
2024-11-29 13:00:57	product	Updated product overview	39037	iconography	195.224.156.173

More granular information is recorded against certain actions. These include, but are not limited to:

- Sales Order management
- Purchase Order management

More granular information relating to stock and prices are to be found on the [Price History](#) and [Stock History](#) reports respectively.

Filters

This report may be filtered by:

- Date Range
- Type
- User
- Filter ID (e.g. SKU Code or Sales Order number)

Key to icons

⬇ = download report

FAQs

FAQs for Log Reports may be viewed [here](#).

Timed Pricing

This screen will show all queued price changes that have been added via the [Price Management](#) screen.

> " It is not possible to edit price changes once they have been added, merely cancel them individually

Use the tick boxes on the left to select Timed Pricing changes to cancel.

Filters

This report may be filtered by:

- Date Range
- Origin (search by 'label' applied to price changes)

FAQs

FAQs for Log Reports may be viewed [here](#).

Notes by User

This report shows a summary of notes by User.

This is a summary of the [Tasks](#) within the CRM.

Notes By User

Specify dates from: 04/12/2024 ▢ to: 04/12/2024 ▢ [Update] [Reset]

⬇ Download report as CSV

User	Number of notes added	Number of notes assigned	Number of actions outstanding	Number of actions completed	Clearance rate	Average days to complete
autotest	0	0	0	0	0%	N/A
iconography	0	0	0	0	0%	N/A
iconographytest	0	0	0	0	0%	N/A
mike	0	0	0	0	0%	N/A
storeuser	0	0	0	0	0%	N/A
test	0	0	0	0	0%	N/A

Filters

This report may be filtered by:

- Date Range

Key to icons

⬇ = download report

FAQs

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