siterra | Knowledge Base Article
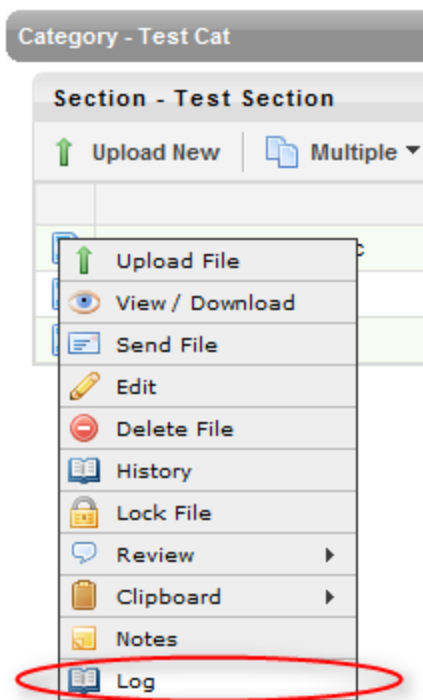
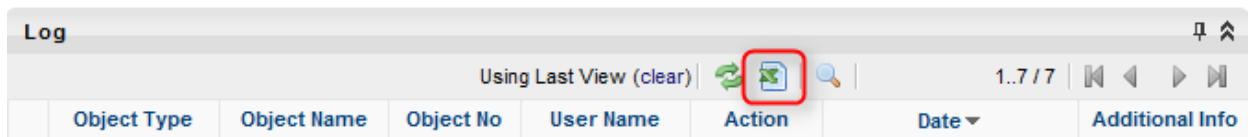## Users & Security - How To View User Document Download Logs

Question:

How can I tell if a user has downloaded a document and when the action was performed?

Answer:

Go into that library and click the options icon next to each document name and click log. The log will show an entry for each time it has been downloaded as well as the user that performed that action.

Export the results to excel and filter on "downloaded" to trim down the results to see.

This will allow visibility on all of the actions that have been performed on this document.