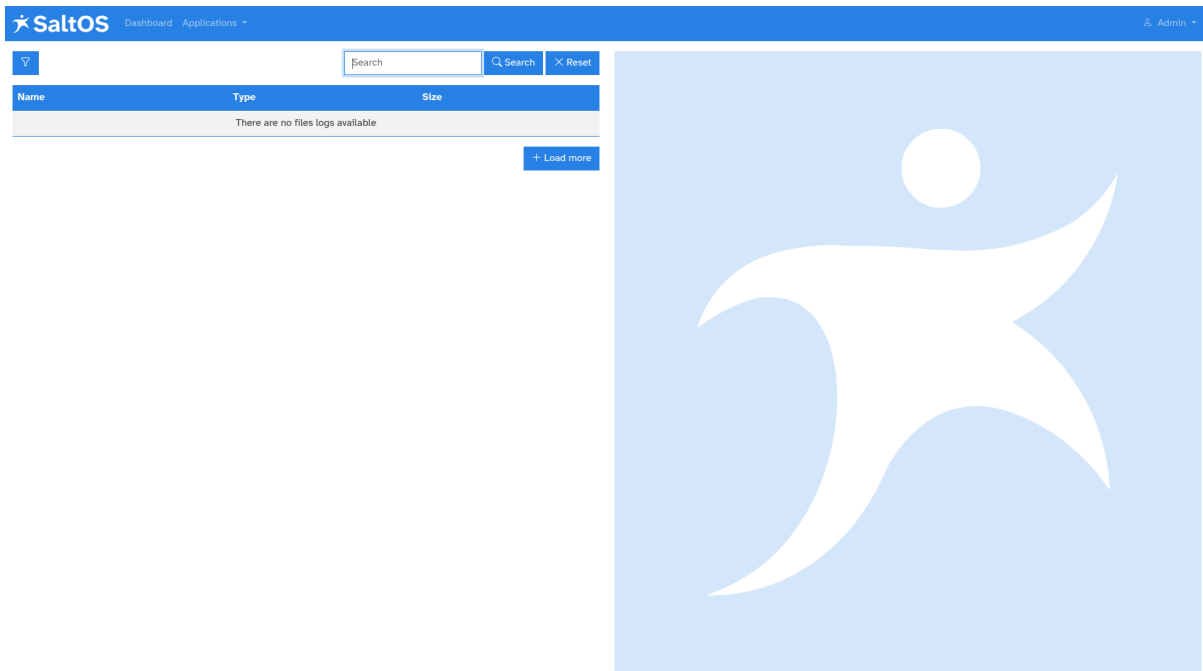# Files Log

Description

The Files Log application records all file access events within SaltOS4. It tracks when files are viewed, downloaded, or otherwise accessed by users, including associated metadata. This module provides a complete audit trail for document activity, supporting traceability and data governance policies.

List view

The following fields are displayed in the list view:

- Datetime: When the file was accessed.
- User: Who accessed the file.
- File: Name of the accessed file.
- Action: Type of access performed (e.g., view, download).
- Path: Internal or external file path.
- Context: Application or record the file is linked to.

View entry

This view shows detailed information about a file access event.

It includes:

- Datetime: Timestamp of access.
- User: The system user who triggered the access.

- File: Original filename or document identifier.

- Action: View, download, or other file operation.

- Path: Where the file is stored or served from.

- App: Module or context in which the file was accessed.

- Record: Related entity (e.g., customer, invoice) linked to the file.

- IP Address: Source of the request.

Delete

Files log entries are usually not deleted manually.

They are retained for accountability and security monitoring, and may be purged automatically based on system settings.