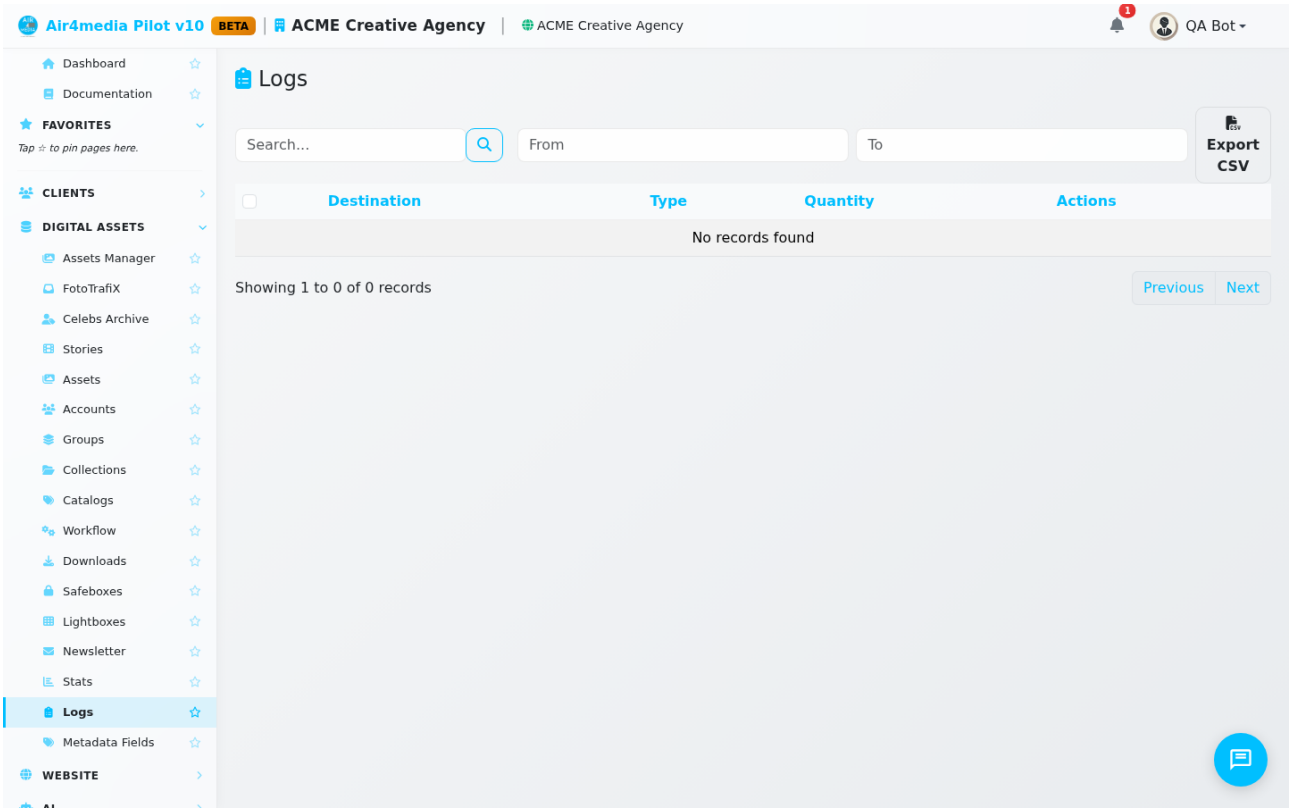

Logs

The Logs page gives you a complete record of file delivery activity on your DAM site — who received files, how many were sent, and how they were delivered, all within a date range you control.

Key Features

- **Delivery summary**: Each row represents a destination that received files during the selected period. For ACME Creative Agency, you might see a row for an FTP drop to a print partner and another for a web upload endpoint, each showing the total files transmitted.
- **Delivery type badges**: Rows are labeled **FTP Out**, **Web In**, or **Removed** so you can see at a glance how each delivery was made. Removed destinations no longer exist in your workflow but their history is preserved.
- **File count**: The Quantity column shows how many files were sent to each destination — highlighted in yellow for active deliveries and red when over 100 files.
- **Summary stats**: A quick-read panel above the list shows your total destinations and total files transmitted for the selected period.
- **Date range filter**: Use the **From** and **To** date pickers to focus on any time window. The page loads showing the last 24 hours by default.

- **Search**: Type a destination name to instantly filter the list.
- **Drill-down detail**: Click **View Details** on any row to see the individual file records — each file name, start time, end time, and remote path.
- **CSV export**: Download up to 10,000 individual transmission records as a CSV file, respecting your active date range.

How to Use

1. Select your DAM site from the topbar — logs are specific to each site.
2. The list loads automatically showing activity from the last 24 hours, sorted by file count.
3. Use the **From** and **To** date fields to broaden or narrow the time window, then click **Apply** to refresh the results.
4. Type in the search box to filter by destination name.
5. Click **View Details** on any row to drill into individual file transmissions for that destination.
6. Click **Back to Logs** to return to the summary view — your date filters are preserved.
7. Click **Export CSV** to download the full transmission records for the current date range.

Tips

- Widen the date range if you're reviewing a full campaign or multi-day delivery window — the default 24-hour view may not capture everything.
- Use **View Details** to verify exactly which files were sent and when, or to troubleshoot a delivery issue with a specific client or partner.
- CSV exports contain individual file records (not the summary totals), with up to 10,000 rows per download.
- Destinations marked **Removed** were once active delivery targets that no longer exist in your workflow — their historical records are still visible here for auditing purposes.