

Item	Description
Power Users	
Allocated seats	E.G. Power User allocated N seats to enroll U1, U2, etc. in course C on mm/dd/yyyy HH:mm
Reclaimed seats	E.G. Power User reclaimed N seats by unenrolling users U1, U2, etc. from course C on mm/dd/yyyy HH:mm
Purchased seats	E.G. Power User purchased N seats for course C on mm/dd/yyyy HH:mm
Superadmin granted free extra seats to PU	E.G. Superadmin granted N extra seats to Power User A for course C on mm/dd/yyyy HH:mm
Superadmin removed free extra seats from PU	E.G. Superadmin removed N extra seats from power user A for course C on mm/dd/yyyy HH:mm
Courses	
Course has been deleted	Course deleted
ILT session deleted	An ILT session was deleted
ILT session changed	An ILT session was changed
Webinar session deleted	A webinar session was deleted
Webinar session changed	A webinar session was changed
New Course	Course created
Course properties have been changed	Admin updated course
New Category	Admin created new category
Admin removed category	Admin removed category
Admin changed category	Admin changed category
Session date deleted for classroom	Session date deleted for classroom
Admin updated course catalog	Admin updated course catalog
Admin created course catalog	Admin created course catalog
Admin deleted course catalog	Admin deleted course catalog
Training material has been created	A training material was added to a course
Deleted training material from course	A training material was deleted from a course
Uploaded file in File Download widget	Uploaded file in File Download widget
Downloaded file from File Download widget	Downloaded file from File Download widget

Admin has reset Learning Object for a User	An Admin has reset the course training material for a user
Date deleted from Webinar session	Date deleted from Webinar session
Admin changed test score	An admin manually edited the test score for a user
User performed the E-Signature course's authentication	User performed the E-Signature course's authentication
Admin unlocked training material in E-Signature course	Admin unlocked training material in E-Signature course
Admin completed a course while impersonating another user	Admin completed a course while he/she was temporarily logged in as another user
Learning Plans	
Admin deleted a Learning plan	Admin deleted a Learning plan
Admin created a Learning Plan	Admin created a Learning Plan
Admin updated a Learning Plan	Admin updated a Learning Plan
Admin added a course to a Learning Plan	Admin added a course to a Learning Plan
Admin removed a course from a Learning Plan	Admin removed a course from a Learning Plan
User unenrolled from Learning Plan	User unenrolled from Learning Plan
User was enrolled in a Learning Plan	User enrolled in Learning Plan
Custom Reports	
Admin created Report	Admin created Report
Admin removed Report	Admin removed Report
Admin published/unpublished Report	Admin published/unpublished Report
User Management	
User has been created (by administrator)	Admin created user
User has been deleted	Admin deleted user
User has been modified	Admin updated user
User has been created (confirmed registration)	User registered into the platform
User subscribed to a group	Admin assigned user to a group
User has been removed from a group	Admin removed user from a group
User assigned to a branch	Admin assigned a user to a Branch
User removed from a branch	Admin removed a user from a Branch

User has been deactivated	User has been deactivated
User has been re-activated	User has been re-activated
User platform subscription waiting to be approved	User confirmed email and is waiting for approval. Users will not be filtered based on the previous screens
Suspicious Registration	Track users who register to the platform without manager approval when the registration type is set to <i>Only by Administrator</i> in the platform <i>Advanced Settings, Self-Registration</i> tab.
User impersonation has started	Admin temporarily logged in as another user
User impersonation has ended	Admin ended the user impersonation
Enrollments	
User enrolled in a course	User enrolled in a course
User unenrolled from a course	User unenrolled from a course
User level has been changed in a course	User level changed in a course
User enrolled in ILT session	Users enrolled into ILT session
User enrollment status has been changed	User enrollment status has been changed
User unenrolled from ILT session	Users unenrolled from ILT session
User enrolled into webinar session	User enrolled into webinar session
User unenrolled from webinar session	User unenrolled from webinar session
Subscription plans, bundles, records & seat association	
Create subscription plan	Create subscription plan
Edit subscription plan	Edit subscription plan
Delete subscription plan	Delete subscription plan
Create subscription record	Create subscription record
Edit subscription record	Edit subscription record
Delete subscription record	Delete subscription record
Add subscription record item	Add subscription record item
Delete subscription record item	Delete subscription record item
Create subscription bundle	Create subscription bundle
Edit subscription bundle	Edit subscription bundle

Delete subscription bundle	Delete subscription bundle
Add subscription bundle's item	Add subscription bundle's item
Delete subscription bundle's item	Delete subscription bundle's item
Add subscription bundle's visibility	Add subscription bundle's visibility
Delete subscription bundle's visibility	Delete subscription bundle's visibility
Assign seat	Create subscription seat association
Edit assigned seat	Edit subscription seat association
Unassign seat	Delete subscription seat association
Theme Management	
Theme Changed	The platform theme has been changed
Privacy Policy	
New Privacy Policy Version	New Privacy Policy Version
Query Report	
Query report has been created.	Query report has been created.
Query report has been updated.	Query report has been updated.
Query report has been deleted.	Query report has been deleted.
Certifications	
Admin assigned a certification	An admin has manually assigned a certification
Admin edited a certification association	An admin has manually edited an assigned certification
Admin removed a certification association	An admin has manually deleted a certification association
Webhooks	
Webhook has been created	A webhook has been created
Webhook has been deleted	A webhook has been deleted
Webhook has been enabled	A webhook has been enabled
Webhook has been updated	A webhook has been updated
Webhook has been disabled	A webhook has been manually disabled
Webhook has been disabled by the system	A webhook has been automatically disabled by the system according to the Webhook Retry Policy.
Webhooks have been disabled	Webhooks have been manually disabled

Central Repository

Training Material has been added to Central Repository

A training material has been added to the Central Repository