5. Usage

*Part of the **Access Transparency** manual — see also 1. Introduction, 2. What's New, 3. Scope, 4. Setup, 6. Troubleshooting.*

5.1 Viewing a User's Access Transparency tab

Once the plugin is installed and activated, every User in GLPI gains an "Access Transparency" tab showing a centralized history of that user's actions and document opens. The tab displays activity from GLPI's own audit logs, system events, and the plugin's document-open tracker, with native filtering, pagination, and CSV export.

5.1.1 Log in to GLPI

Open GLPI and log in with an account that has the **Historical** right enabled (check your profile's "Access Transparency" tab to confirm).

5.1.2 Open a user's page

From the main menu, choose **Administration → Users**, then open the page of a user with some recorded activity.

5.1.3 Click the "Access Transparency" tab

On the user's page, a row of tabs appears below the user name and profile information. Look for the "Access Transparency" tab (with a window icon) and click it to switch to that tab.

5.1.4 View the activity table

The "Access Transparency" tab displays a table with six columns: **ID**, **Date**, **User**, **Event type**, **Field**, and **Update**. Rows are listed newest first, showing each action or event this user has performed. The table includes filters (accessed via the **Filter** button) and a page navigator at the bottom.

Filter
Export

ID	DATE	EVENT TYPE	FIELD	UPDATE
844	2026-08-24 17:08	User	Profile	Add an item: Profile (Root entity (0), Self-Service (1) (D))
843	2026-08-24 17:08	User		Add the item
853	2026-08-21 17:08	User	Location	Change ~~0~~ to 1
852	2026-08-20 17:08	User	Emails	Change to alice@example.com
1	2026-08-20 17:08	Document	Current file	File open
851	2026-08-19 17:08	User	Login	Change ~~Alice~~ to Alice A.
851	2026-08-19 17:08	User	Login	Change ~~Alice~~ to Alice A.

The Access Transparency tab shows a table of the user's activity. Each row includes the action ID, date, related user (for multi-user operations), a readable event type (e.g. "User", "Profile", "Document"), the field affected (if applicable), and the change made (e.g. "added", "updated", or, for a document open, "File open").

5.1.5 Use filters to narrow the list

Click the **Filter** button (on the right side of the table header) to reveal a second header row with filter fields. You can filter by date, event type (e.g. "User", "Document"), field name, or the type of change. The list updates to show only matching rows. Clearing a filter restores the full list.

mm/dd/yyyy

The filter row allows you to narrow the activity list by date, event type, field name, or type of change. Leave a field empty to skip filtering by that column.

5.1.6 Export the activity as CSV

Click the **Export** button (next to the **Filter** button) to download a CSV file containing the currently displayed activity records (filtered or unfiltered). The CSV has six columns (ID, Date, User, Event type, Field, Update) and can be opened in a spreadsheet editor.

> **Note:** The CSV file is downloaded directly to your computer. The filename depends on your browser settings. A typical name might be `activity.csv` or similar. You can then open it in Microsoft Excel, Google Sheets, or any spreadsheet editor.

5.1.7 Navigate through pages

If the activity list is longer than one page, a page navigator appears at the bottom right of the table. Use the **Previous**, **Next**, and page-number buttons to move through the results. You can also change **Entries to show** to display more rows per page.

> **Note:** Pagination appears only if the activity list is longer than one page. If all records fit on a single page, no navigator is shown.

> **Note:** Tip: The Access Transparency tab is available on every User's page (not just certain profiles). If you don't see the tab, ask your GLPI administrator to grant you the **Historical** right under Administration → Profiles.

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