LULU STEP-BY-STEP GUIDE

See what your partner did: the Activity log

For store owners: open Settings → Activity to see which changes each collaborator made in your admin, when, and from where. Filter by person type and date.

For: Store owners · About 3 minutes · 6 steps · Updated November 20, 2026

Before you start You must be signed in as the store owner. Nobody else can open the Activity page: not administrators, not staff, not collaborators.

Steps at a glance

1. Open Activity
2. Read an entry
3. Choose whose activity to show
4. Pick a date range
5. Move through the pages
6. Know what is and is not recorded

STEP 1

Open Activity

In your store admin go to Settings and click "Activity" in the side menu. The page lists the changes collaborators made in your admin, newest first.

- The page says "Entries can’t be edited or deleted." That is true for everyone, including you and the partner.

STEP 2

Read an entry

Each row has four columns.

- "When": the date and time.
- "Who": the person's name and email, with a "Collaborator" badge and, below, the partner business they belong to.
- "What": the change in plain words, for example "Updated a product". A "Failed" badge marks an attempt that did not go through.
- "Details": the record that was changed and the admin action that was used. Where known, the IP address.

STEP 3

Choose whose activity to show

Use "Show" to switch between "Collaborators" (the default), "Your users" and "Everyone".

- "Your users" lists your own staff. Entries made by an app carry an "App" badge.

STEP 4

Pick a date range

Set "From" and "To" to narrow the list. "Clear dates" removes the range.

- The start date must be on or before the end date.

STEP 5

Move through the pages

Use "Previous" and "Next" under the table. The badge next to the title shows the number of entries.

STEP 6

Know what is and is not recorded

The log records changes: something created, updated or deleted in the admin. Sign-ins by a collaborator may also be listed.

- Looking at a page without changing anything is not recorded.
- The log shows what was changed, not the old and new values.
- If you see a change you did not expect, ask the partner first. Then tighten their access under Settings → Users → Collaborators → "Edit access", or click "Remove access".

Check your work

- Settings → Activity opens and shows "Collaborators" in the "Show" filter.
- You can find a partner's changes for the days they worked on your store.

Troubleshooting

I see "Only the store owner can see the activity log."

You are signed in with an account that is not the store owner. Ask the owner to look.

There is no "Activity" link in Settings.

The link shows for the store owner only.

The page says "No activity yet".

No collaborator has changed anything in your store yet. Changes made before 20 November 2026 may not be listed.

The page says "Nothing matches these filters".

Choose a wider date range, or set "Show" to "Everyone".

Can I delete an entry?

No. Entries can't be edited or deleted by anyone.

Need a hand? Contact support at https://lulu.us.com/contact. Screenshots use demonstration accounts; personal details were replaced.