

# Exporting Data Management Audit Trail Records

Last Modified on 10/12/2023 8:58 am EDT

## **Overview**

An Administrator can export **Data Management Audit Trail** records, creating a .zip folder in the Downloads folder on the connected PC.

## **User Account Requirements**

The user account you use to log into Resolver must have Administrator permission to use the Data Management Audit Trail feature.

## **Related Information/Setup**

Please refer to the Filtering the Data Management Audit Trail article for information on Filtering the Data Management Audit Trail search results.

## Navigation

1. From the *Home* screen, click the **System** icon.



System Icon

 From the *Admin: Overview* screen, click the **Audit Data Trail** tile under the *Tools* section.



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Audit Data Trail Tile

#### **Exporting Data Management Audit Trail Records**

1. From the *Admin: Data Management Audit Trail* screen, click the **Filter and Export** arrow to expand the dropdown menu.

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June 10, 2023 3:26 AM	Resolver Workflow workflow@resolver.com	BU-4	Corporate Security	Business Unit	Nightly Trigger	Update Property	Archived updated from false to true by nightly trigger.
June 10, 2023 3:26 AM	Resolver Workflow workflow@resolver.com	BU-1	Corporate	Business Unit	Nightly Trigger	State Change	State changed from Active to Archived by nightly trigger.

Filter and Export Arrow

2. Use the **Filter** fields to narrow the search result. For more information on filtering the search results, please refer to the Filtering the Data Management Audit Trail article.



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Filter Fields

3. When you have the search results you want to export, click the **Export** button. Only the first 1,000,000 records (starting from the most recent record) of the Data Management Audit Trail will be exported.

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Export Button

4. When the export is complete, a system-generated banner will appear at the top of the screen.

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System-Generated Banner



5. Click the **Click here to initiate download** link on the banner.

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Click Here to Initiate Download Link

6. From the *Attachments* pop-up, click the **Export Audit Trail** link.

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Export Audit Trail Link

- 7. A .zip folder will appear in the Downloads Folder on the connected PC.
- 8. Click the .zip folder.
- 9. (Optional) From the .zip folder, click the Compressed Folder Tools link and click the Extract All button.

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Extract All Button

 Click the Audit Trail Data Export file. The file will use the following naming convention auditTrailDataExport\_(orgID)\_Date\_Time.

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Audit Trail Data Export File

