
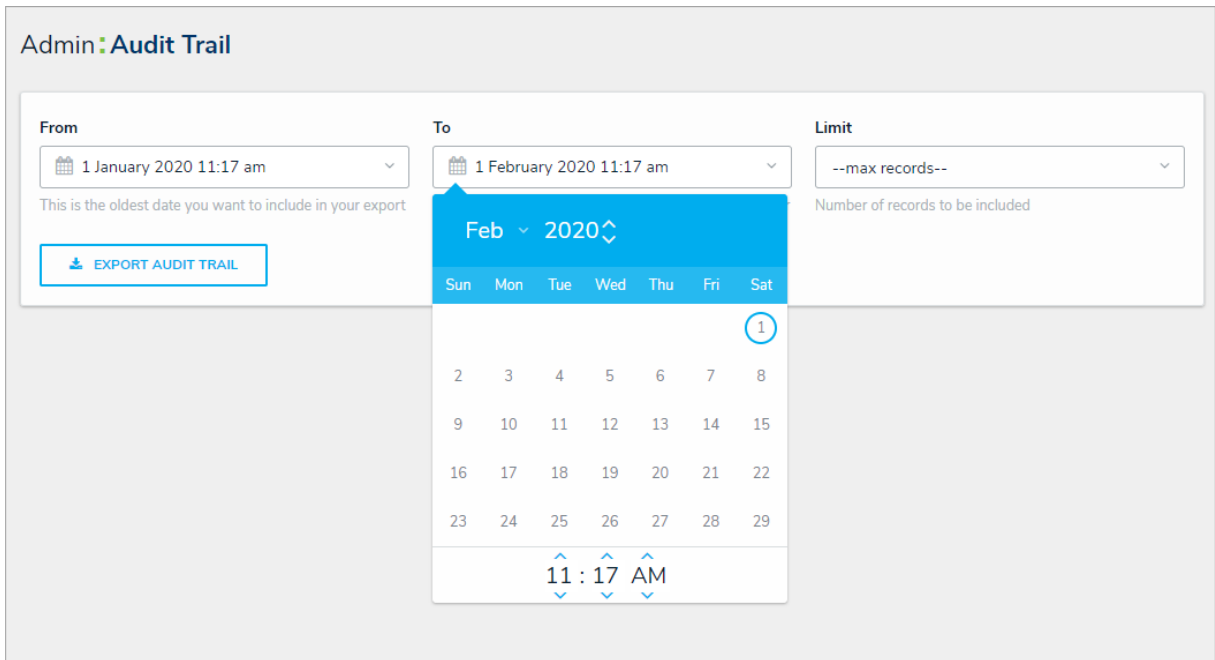


Export the Data Audit Trail

For information on viewing and exporting the **User Audit Trail**, see the [User Audit Trail](#) section.

To export a Data Audit Trail spreadsheet:

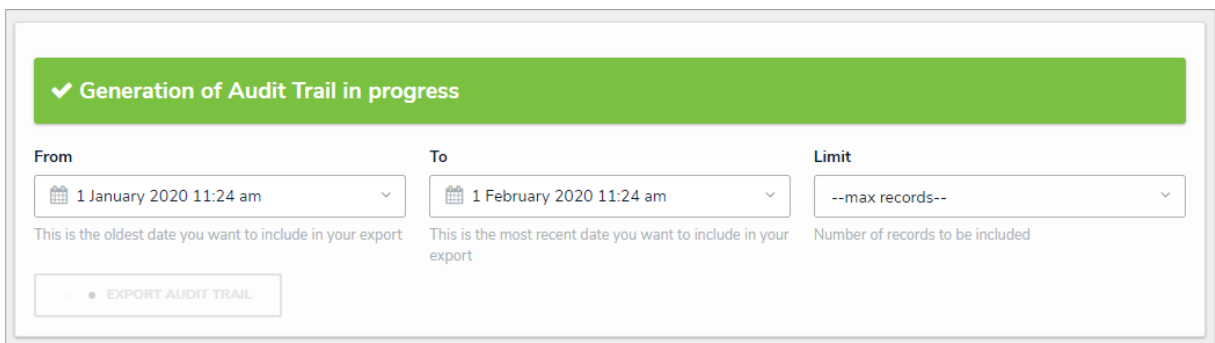
1. Click the  icon in the top bar > **Data Audit Trail** in the **Tools** section.
2. Select a start date, end date, and time range from the **From** and **To** fields.



The screenshot shows the 'Admin Audit Trail' interface. It features three main sections: 'From', 'To', and 'Limit'. The 'From' field is set to '1 January 2020 11:17 am' with a calendar icon and a dropdown arrow. Below it, a note states 'This is the oldest date you want to include in your export'. The 'To' field is set to '1 February 2020 11:17 am' with a calendar icon and a dropdown arrow. A calendar is open, showing 'Feb 2020' with the date '1' circled. The 'Limit' field is set to '--max records--' with a dropdown arrow. Below it, a note states 'Number of records to be included'. A blue button labeled 'EXPORT AUDIT TRAIL' is located below the 'From' field.

The Data Management Audit Trail page.

3. **Optional:** Select the maximum number of records you want returned in the spreadsheet from the **Limit** dropdown menu. Leaving this field with its default value of **--max records--** will return up to 1 million records.
4. Click **Export Audit Trail** to begin generating the spreadsheet. Once successfully generated, your browser will automatically begin the file download.



The screenshot shows the 'Admin Audit Trail' interface during the generation of the audit trail spreadsheet. A green progress bar at the top indicates '✓ Generation of Audit Trail in progress'. The 'From' field is set to '1 January 2020 11:24 am' with a calendar icon and a dropdown arrow. Below it, a note states 'This is the oldest date you want to include in your export'. The 'To' field is set to '1 February 2020 11:24 am' with a calendar icon and a dropdown arrow. Below it, a note states 'This is the most recent date you want to include in your export'. The 'Limit' field is set to '--max records--' with a dropdown arrow. Below it, a note states 'Number of records to be included'. A grey button labeled 'EXPORT AUDIT TRAIL' is located below the 'From' field.

Generating an audit trail spreadsheet.

5. Click the file at the bottom of your browser to open it.