Viewing the User Audit Trail

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Overview

From the **User Audit Trail,** an Administrator can view and track changes to users, user groups, roles, and Portal URL logins.

User Account Requirements

The user account must have Administrator permission to access the User Audit Trail.

Related Information/Setup

For more information on using the User Audit Trail, please refer to the User Audit Trail Overview and User Audit Trail Events & Filters articles.

For more information on exporting the User Audit Trail, please refer to the Exporting the User Audit Trail article.
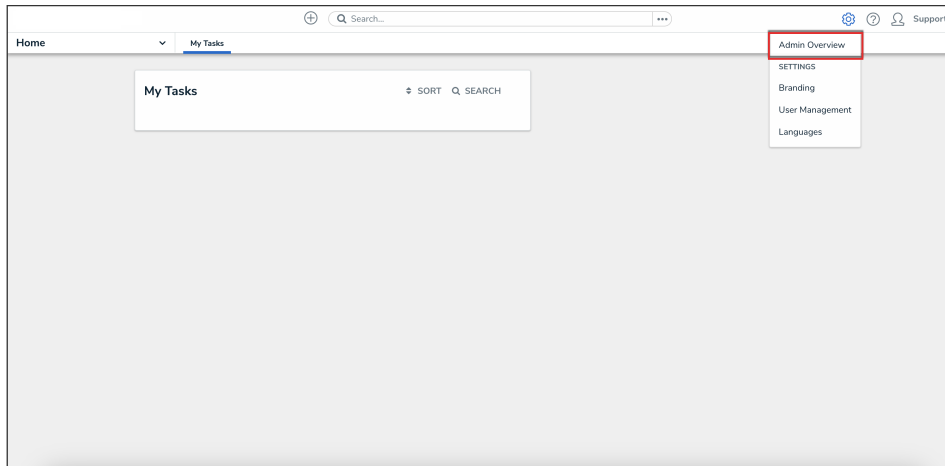
Navigation

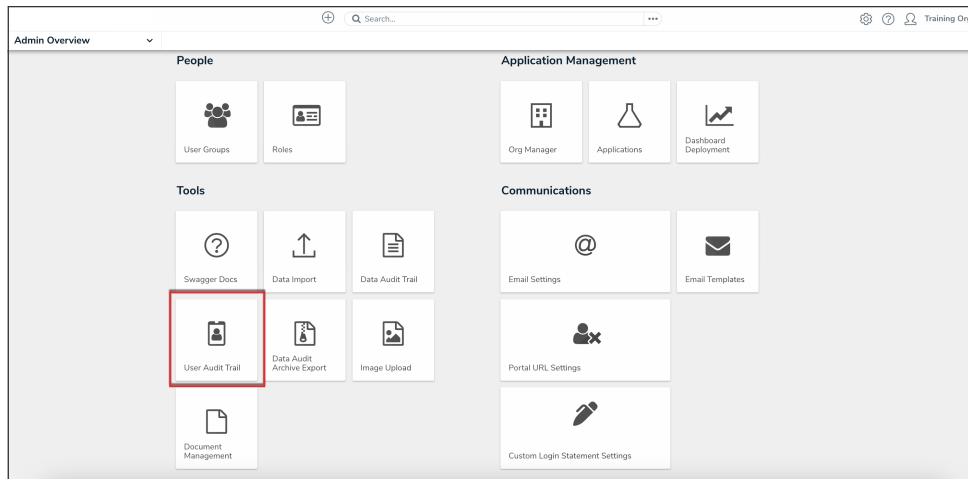1. From the *Home* screen, click the **Administration** icon.
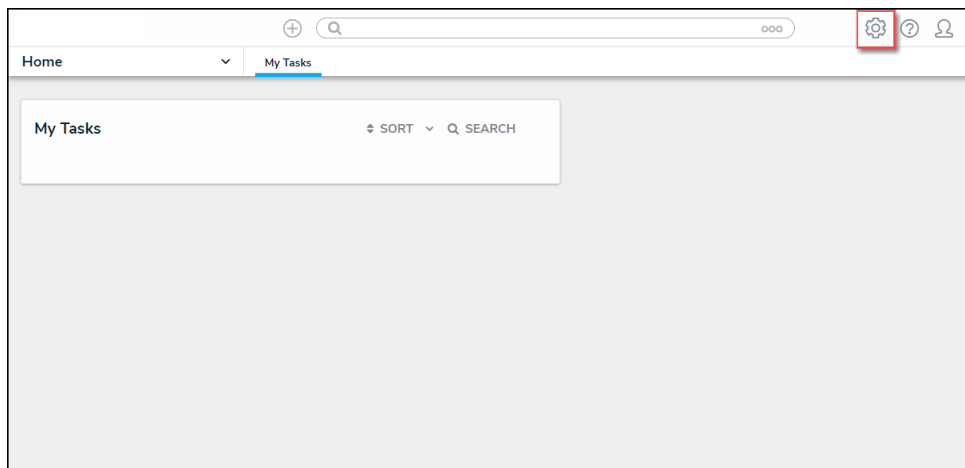
Administration Icon

2. From the **Administrator Settings** menu, click **Admin Overview.**
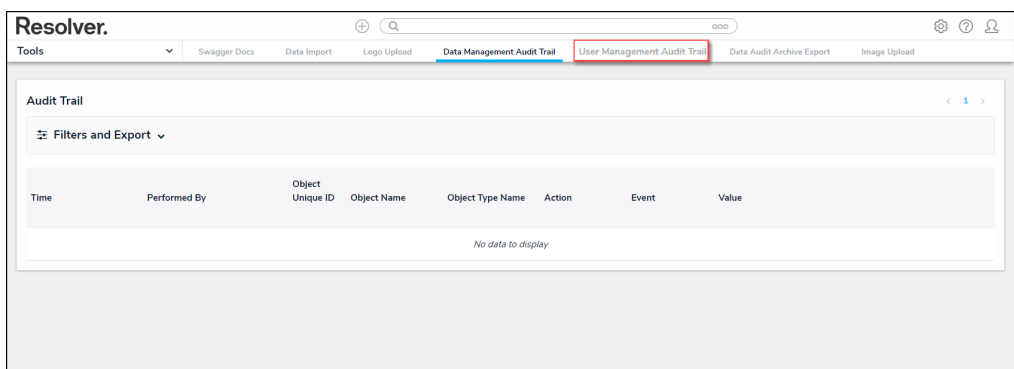
Administrator Settings Menu

3. From the **Admin Overview** screen, select the **User Audit Trail** tile from the **Tools** section**.**

User Audit Trail Tile

# Viewing the User Audit Trail

1. From the **Tools** screen, select the **User Management Audit Trail** tab.

User Management Audit Trail Tab

2. **Optional Functions:**

  ○ **Search Fields (1):** Apply search filters to narrow down the data:

    ▪ **Time:** Select a start and end date from the **Calendar** pop-up to create a date range.

    ▪ **Subject:** Narrow the data by selecting a subject (e.g., User, User Group, Role, etc.) from the drop-down list.

    ▪ **Event:** Narrow the data by selecting an event from the drop-down list.

    ▪ **Performed By:** Narrow down the data by selecting a user that performed the event from the drop-down list.

  ○ **Navigation Icons (2):** Located in the top right-hand corner of the **Audit Trail** table.

    ▪ **Page Number:** Click a page number to navigate to a specific page.

    ▪ **Previous <:** Click the **Previous** icon to navigate to the previous page in the series.

    ▪ **Next >:** Click the **Next** icon to navigate to the next page in the series.

  ○ **Refresh Icon (3):** Located in the top right-hand corner of the **Audit Trail** table.

    ▪ **Refresh:** Click the **Refresh** icon to refresh the data.
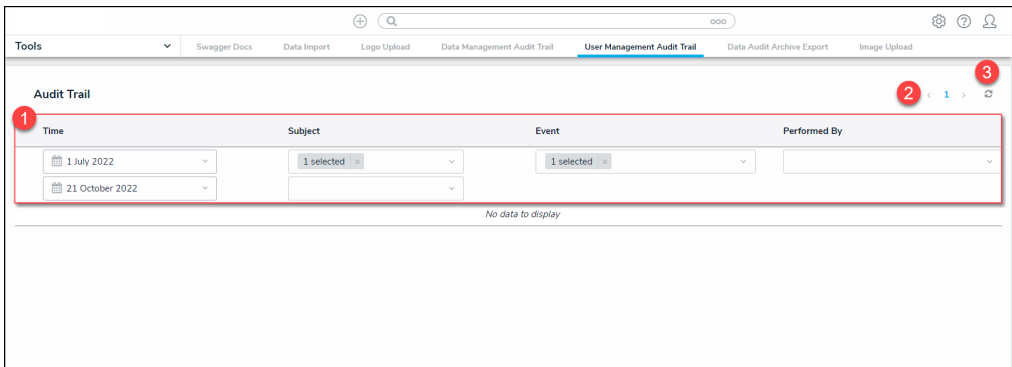
Optional Functions

3. Click an **Event** to display the **Additional Details** pop-up.

Additional Details Pop-up