

Viewing the User Audit Trail

Last Modified on 08/12/2024 1:27 pm EDT

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.

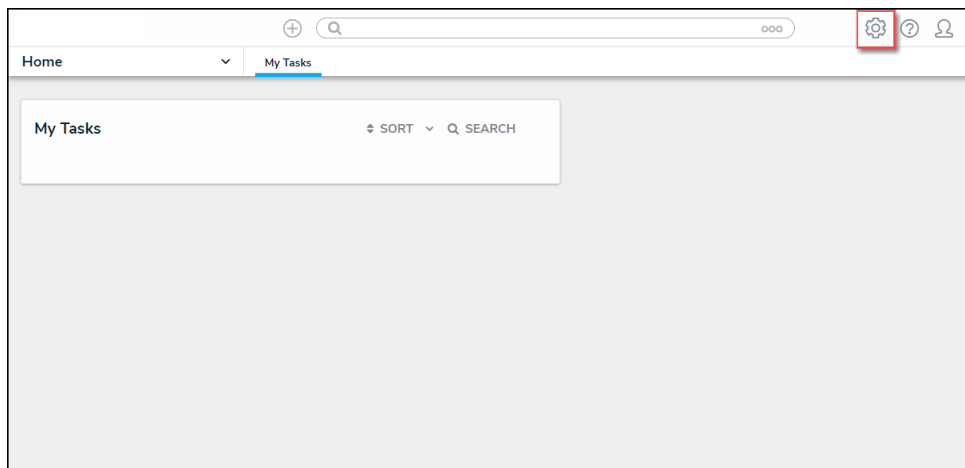
Related Information/Setup

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.

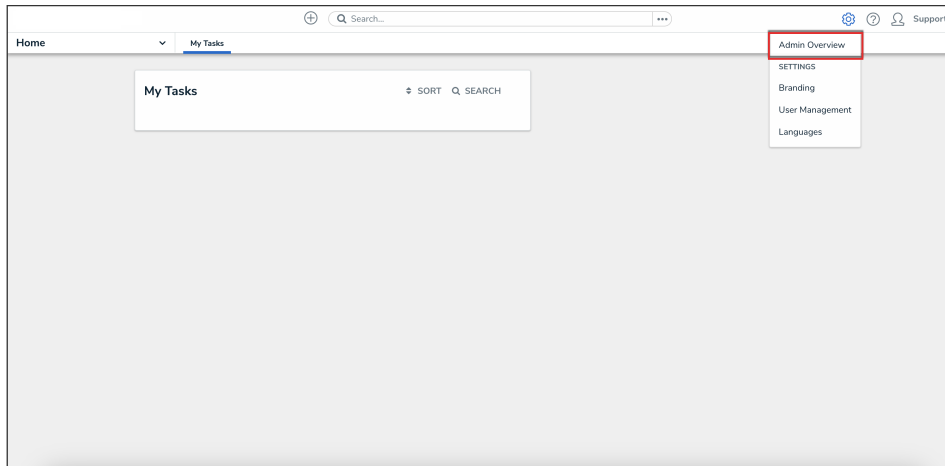
Navigation

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



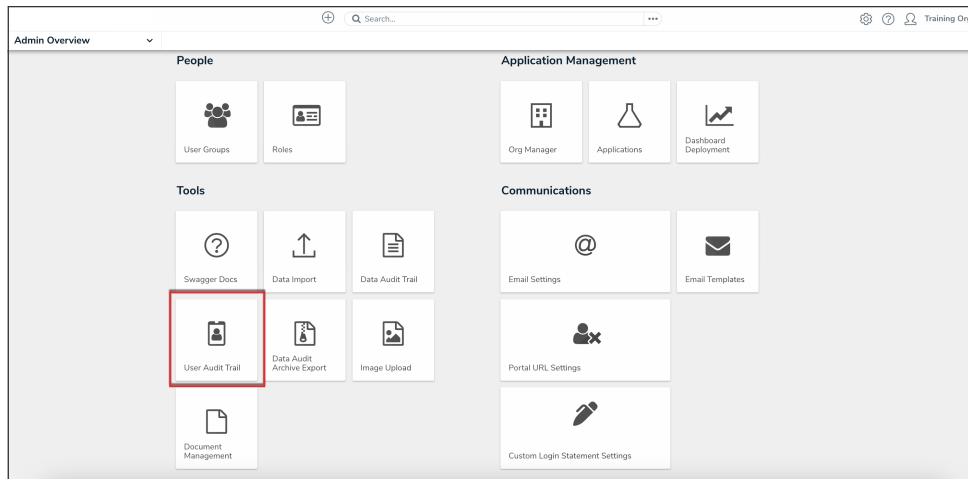
Administration Icon

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



Administrator Settings Menu

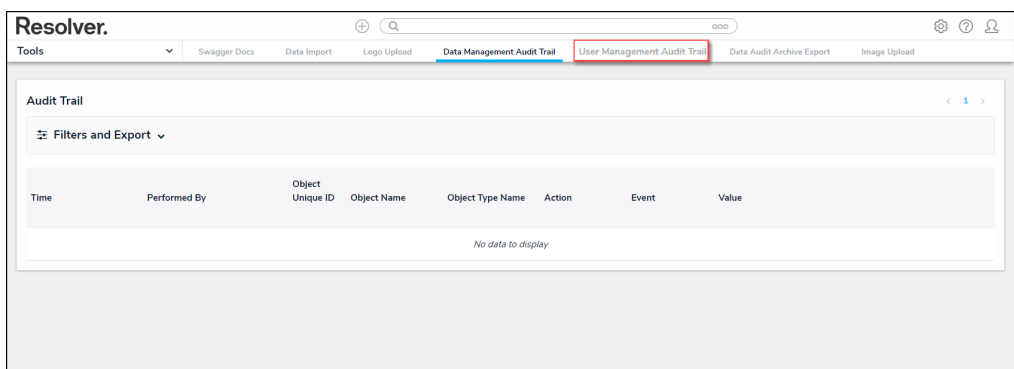
3. From the **Admin Overview** screen, select the **User Audit Trail** tile from the **Tools** section.



User Audit Trail Tile

Viewing the User Audit Trail

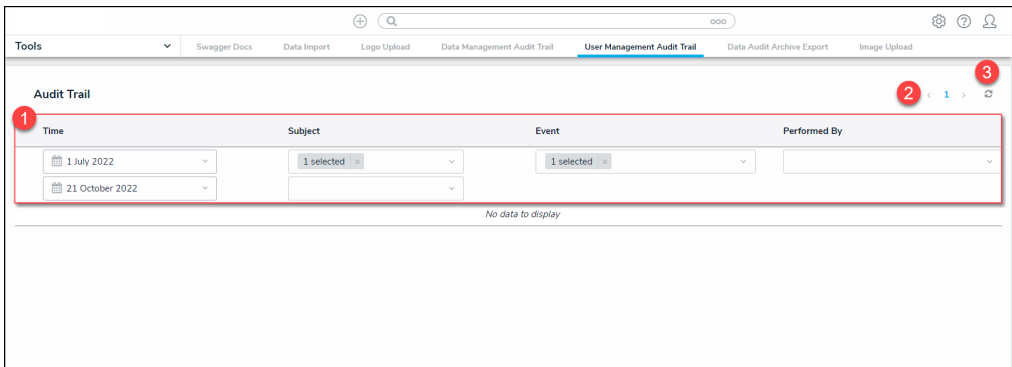
1. From the **Tools** screen, select the **User Management Audit Trail** tab.



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.

The screenshot displays the 'User Management Audit Trail' interface. At the top, there is a navigation bar with 'Tools' and various utility links like 'Swagger Docs', 'Data Import', 'Logs Upload', 'Data Management Audit Trail', 'User Management Audit Trail', 'Data Audit Archives Export', and 'Image Upload'. Below this is the 'Audit Trail' section, which includes a table with columns for 'Time', 'Subject', and 'Event'. The table contains several entries, with the first entry on 'Aug 22, 2022 2:04AM' for 'Risk Owners & Delegates (Limited User)' having its 'Event' column cell highlighted with a red box and labeled 'Update User Group'. To the right of the table, a detailed pop-up window titled 'RISK OWNERS & DELEGATES (LIMITED USER)' is open, showing the specific details of the selected event, including the timestamp 'Aug 22, 2022 2:04AM', the action 'Update User Group performed by -RESOLVER', and a description: 'Description updated: User Group for Risk Owners and Delegates'. A 'DONE' button is visible at the bottom right of the pop-up.

Time	Subject	Event
Aug 22, 2022 2:04AM	Risk Owners & Delegates (Limited User)	Update User Group
Aug 22, 2022 2:02AM	Risk Owners & Delegates (Limited User)	Update User Group
Aug 22, 2022 1:59AM	Control Owners & Delegates (Limited User)	Update User Group
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Additional Details Pop-up