

# View & Export the User Audit Trail

Last Modified on 07/07/2023 1:05 pm EDT

## Overview

Review the list of important notes in the [User Audit Trail Overview](#) article for more information regarding the **User Audit Trail**.

## User Account Requirements

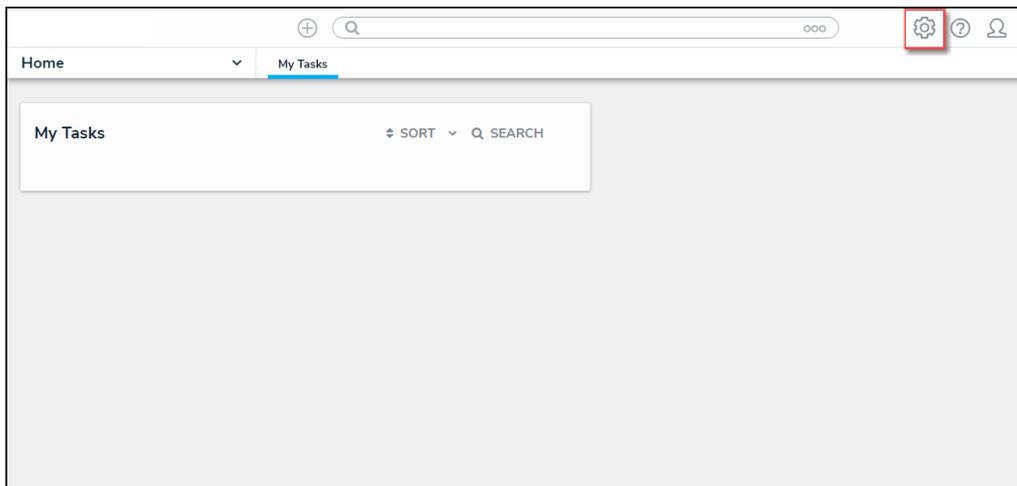
The user account must have Administrator permission to access the User Audit Trail and Swagger.

## Related Information/Setup

For details on the events captured in the audit trail, see the [User Audit Trail Events & Filters](#) article.

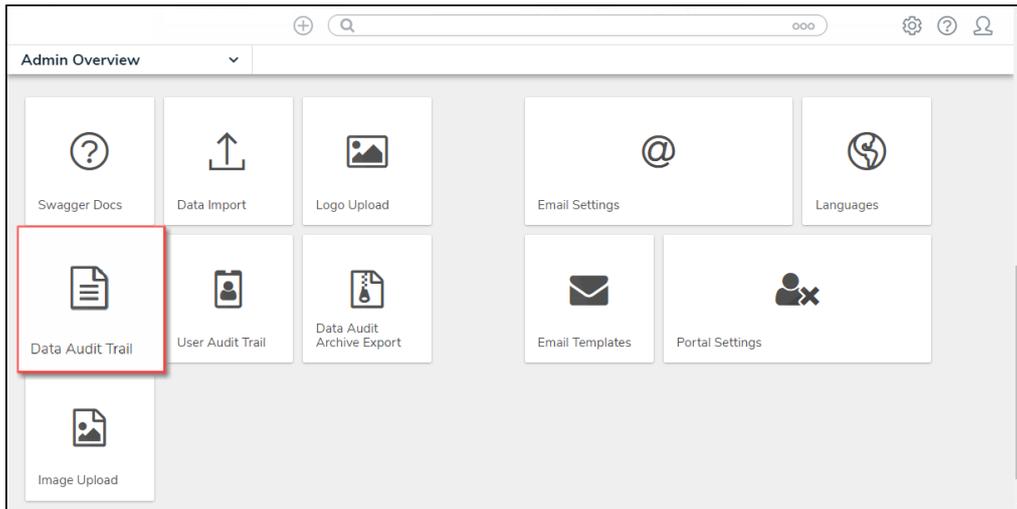
## Navigation

1. From any of the **Resolver** main screens, click the **System** icon in the top right-hand corner of the screen.



*System Icon Location*

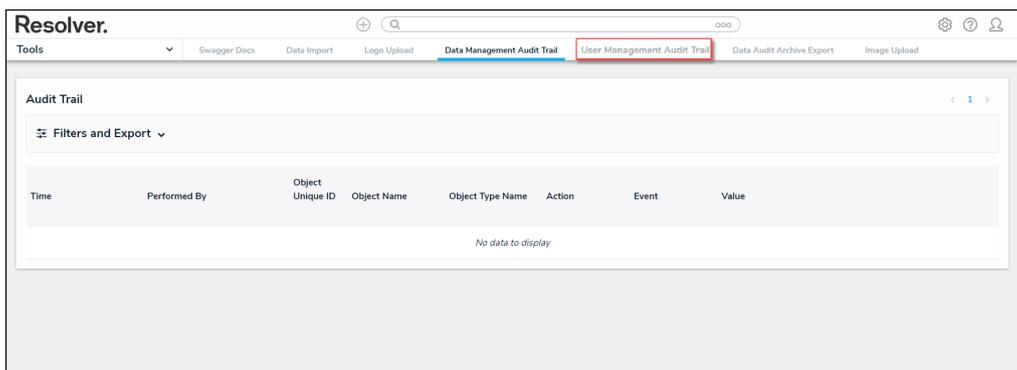
2. From the **Administration Overview** screen, select the **User Audit Trail** tile from the **Tools** section.



User Audit Trail Tile

## View the User Audit Trail

1. From the **Tools** screen, select the **User Management Audit Trail** link from the **Toolbar**.

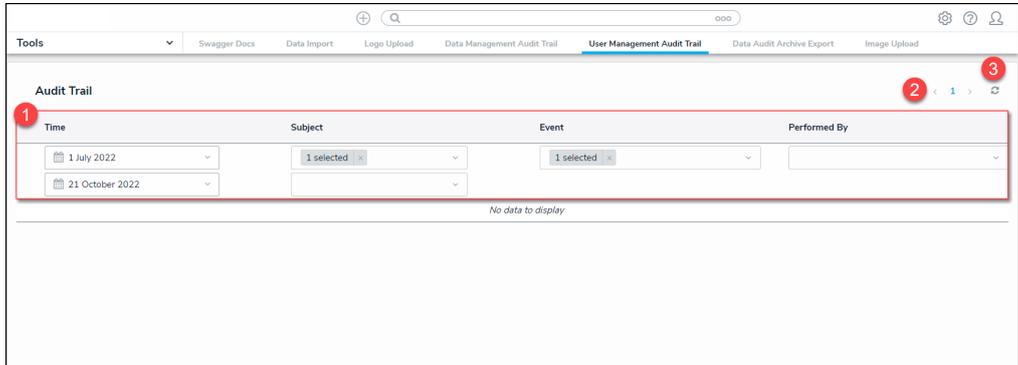


User Management Audit Trail Link

### 2. Optional Functions:

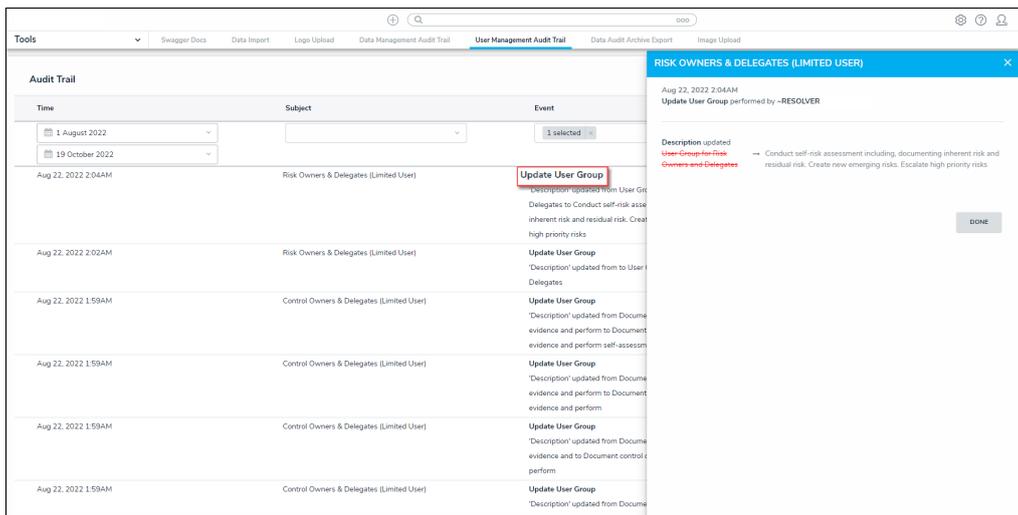
- **Search Fields (1):** Apply search filters to narrow down the data:
  - **Time:** Select a **Start** and **End Date** from the **Calendar** pop-up to create a date range.
  - **Subject:** Narrow the data by selecting a **Subject** (e.g., User, User Group, Role, etc.) from the drop-down list.
  - **Event:** 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

## Export the User Audit Trail

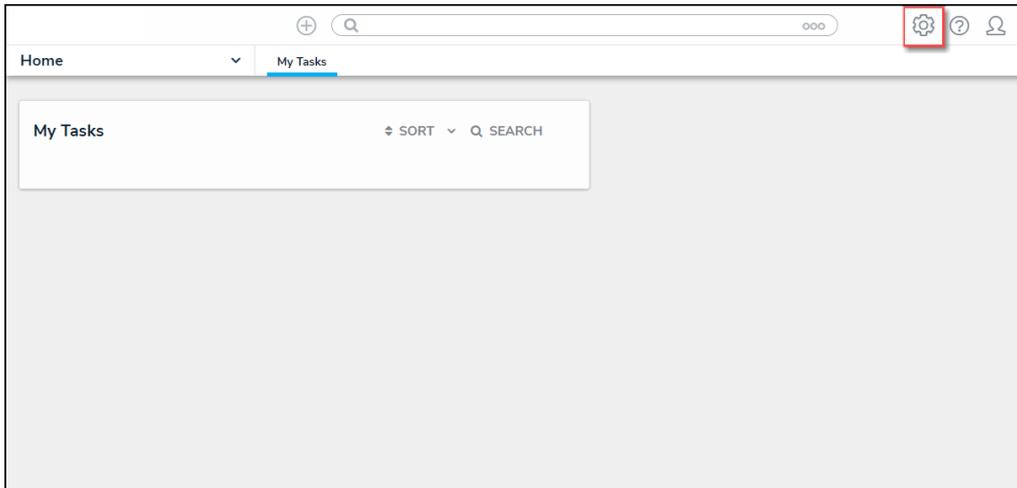
Administrators can export data from any time range; however, the API only returns the most recent 50,000 results. You can make an additional API request using the last event row's date in the .csv file as the **dateEnd** value to obtain any truncated data. See [Step 15](#) in the **Export the User Audit Trail** section below for more details.



#### Note:

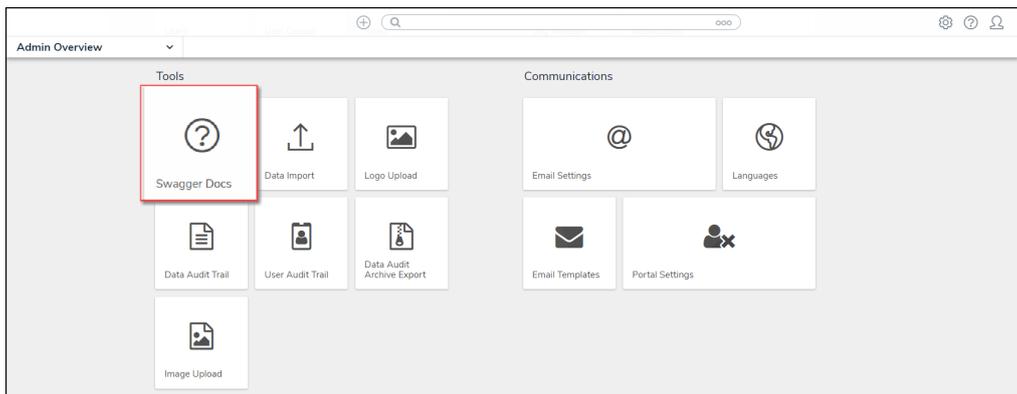
*Recent events will appear in the audit trail after a few minutes of processing time.*

1. From any of the **Resolver** main screens, click the **System**  icon in the top right-hand corner of the screen.



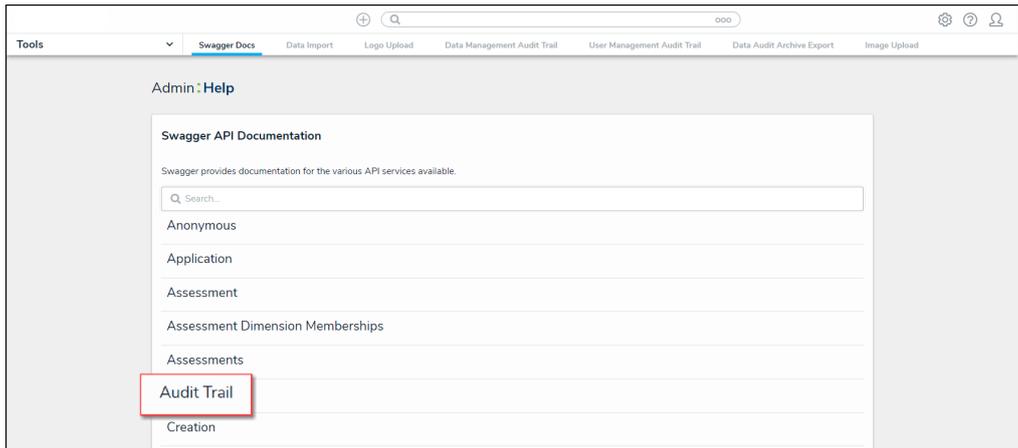
*System Icon Location*

2. From the **Administration Overview** screen, select the **Swagger™ Doc** tile from the **Tools** section.



*Swagger Doc Tile*

4. From the **Swagger API Documentation** screen, click the **Audit Trail** link to open the Swagger interface.



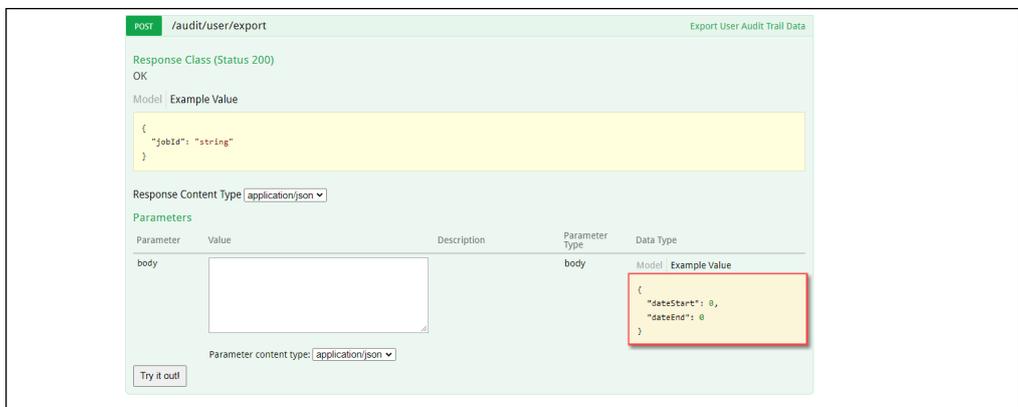
*Audit Trail Link*

5. Navigate to **auditTrail** and click on the **auditTrail** link to open the API options.
6. Click **POST /audit/user/export (Export User Audit Trail Data)** to expand.



*POST /audit/user/export*

6. Click the **Example Value** textbox in the **Parameters** section to code the code into the **Value** Textbox.



*Example Value*

7. Delete the **0** beside the **dateStart** attribute in the **Value** textbox and enter an audit trail



global_role_membership	Show/Hide	List Operations	Expand Operations
group	Show/Hide	List Operations	Expand Operations
healthcheck	Show/Hide	List Operations	Expand Operations
impersonate	Show/Hide	List Operations	Expand Operations
integrations	Show/Hide	List Operations	Expand Operations
ipAllowList	Show/Hide	List Operations	Expand Operations
<b>job</b>	Show/Hide	List Operations	Expand Operations
knowledgeOwl	Show/Hide	List Operations	Expand Operations
language-import-export	Show/Hide	List Operations	Expand Operations
languageObject	Show/Hide	List Operations	Expand Operations
languageUser	Show/Hide	List Operations	Expand Operations
library	Show/Hide	List Operations	Expand Operations
lifeCycle	Show/Hide	List Operations	Expand Operations
lifeCycleState	Show/Hide	List Operations	Expand Operations

*Job Link*

11. Click **GET /object/job/{id}** (Poll for status of job) to expand it.

healthcheck	Show/Hide	List Operations	Expand Operations
impersonate	Show/Hide	List Operations	Expand Operations
integrations	Show/Hide	List Operations	Expand Operations
ipAllowList	Show/Hide	List Operations	Expand Operations
job	Show/Hide	List Operations	Expand Operations
<b>GET /object/job/{id}</b>	<b>Poll for status of job</b>		
GET /object/job/{org}/{id}	Super-admins poll for status of job for a specified org		
knowledgeOwl	Show/Hide	List Operations	Expand Operations
language-import-export	Show/Hide	List Operations	Expand Operations
languageObject	Show/Hide	List Operations	Expand Operations
languageUser	Show/Hide	List Operations	Expand Operations
library	Show/Hide	List Operations	Expand Operations
lifeCycle	Show/Hide	List Operations	Expand Operations
lifeCycleState	Show/Hide	List Operations	Expand Operations

*Get/object/job/{id}*

12. Paste the **Job ID** from step 8 into the **id** field.

<b>job</b>	Show/Hide	List Operations	Expand Operations
<b>GET /object/job/{id}</b>	<b>Poll for status of job</b>		
Response Class (Status 200)			
OK			
Model	Example Value		
<pre>{   "id": "string",   "status": "string",   "payload": {},   "started": "2022-10-21",   "finished": "2022-10-21" }</pre>			
Response Content Type <input type="text" value="application/json"/>			
Parameters			
Parameter	Value	Description	Parameter Type Data Type
<b>id</b>	<b>859d3d77-48d5-4605-ac7f-fa7e7876d27e</b>		path string
<input type="button" value="Try it out!"/>			
<b>GET /object/job/{org}/{id}</b>	Super-admins poll for status of job for a specified org		

*ID field*

13. Click the **Try it out!** button at the bottom of the API to run the API call.

14. Copy the URL next to the **signedURL** attribute in the **Response Body** section.





**Note:**

*Multiple events can occur at the same time. Rows may share the same **Date and Time** value. If the oldest event (last row on the CSV file) occurred on the same date as other events, all these events would be repeated in the next generated CSV file.*