

# 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

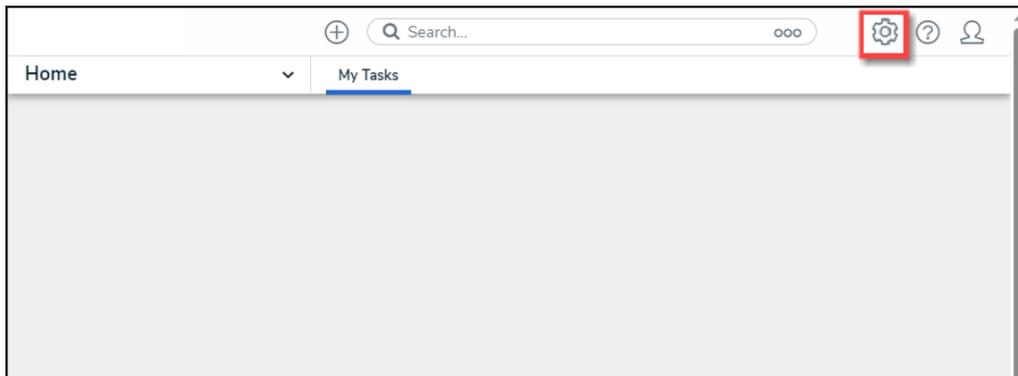
The user account you use to log into Resolver must have Administrator permission to use the Data Management Audit Trail feature.

## 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.

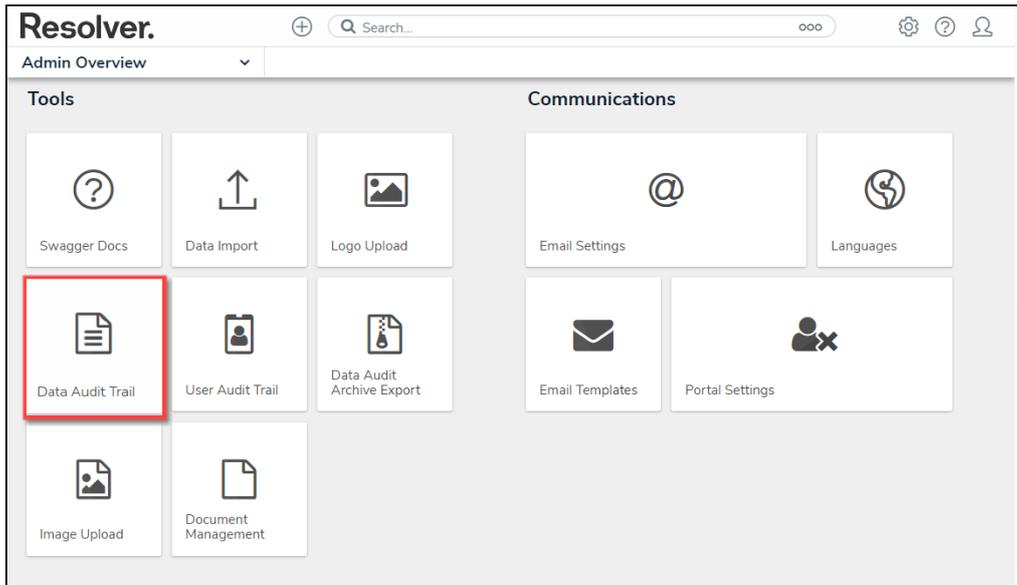
## Navigation

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



*System Icon*

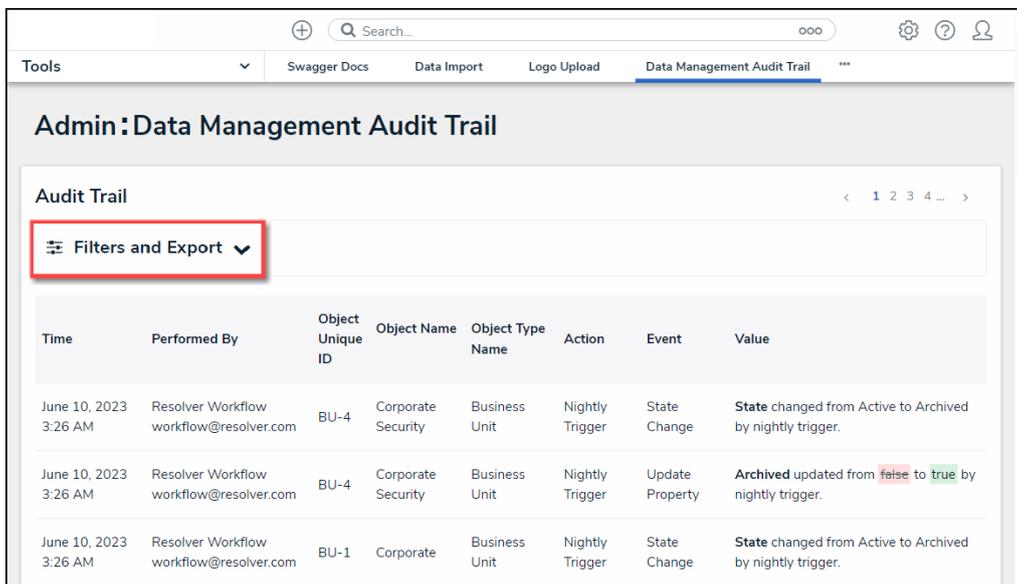
2. From the **Admin: Overview** screen, click the **Audit Data Trail** tile under the **Tools** section.



*Audit Data Trail Tile*

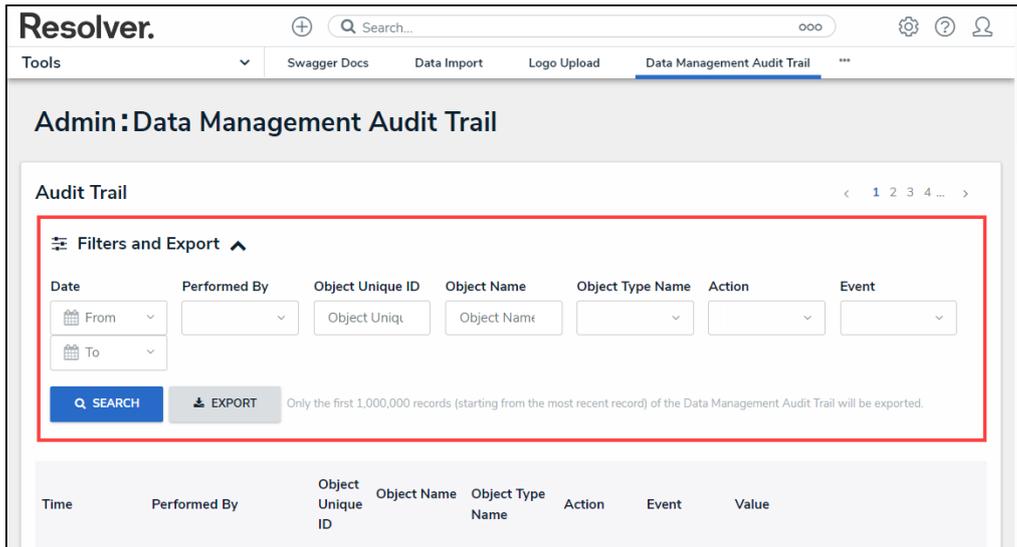
## Exporting Data Management Audit Trail Records

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



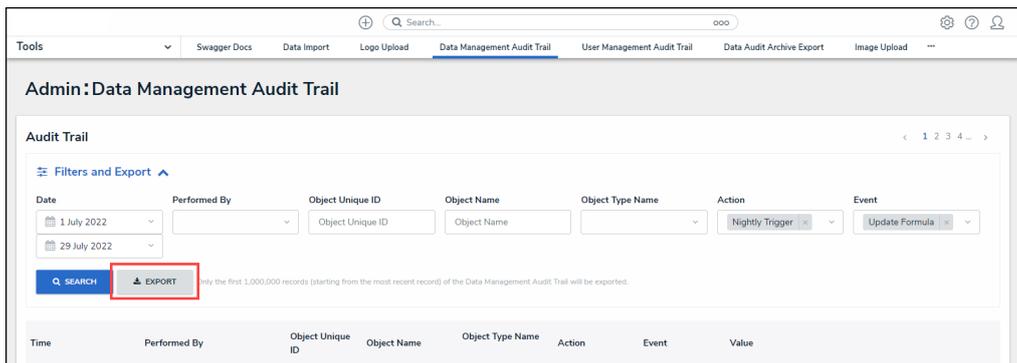
*Filter and Export Arrow*

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.



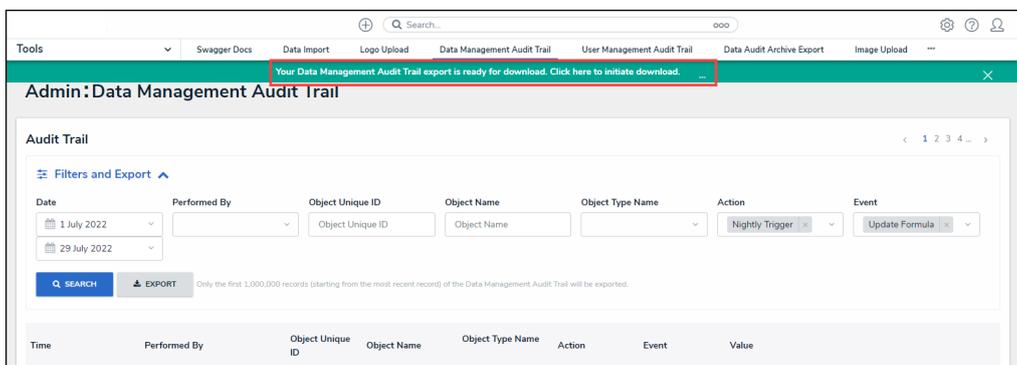
*Filter Fields*

- 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.



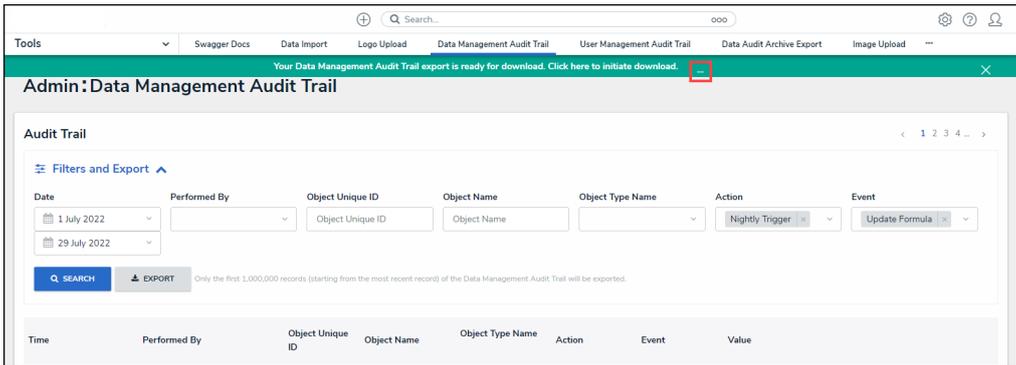
*Export Button*

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



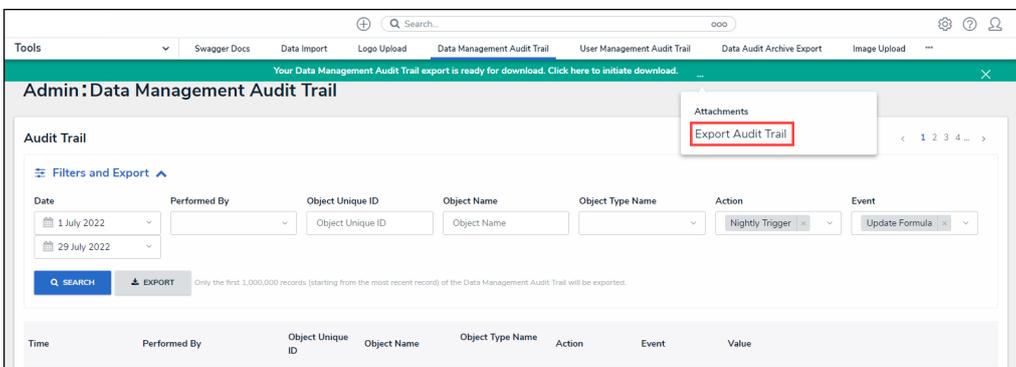
*System-Generated Banner*

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



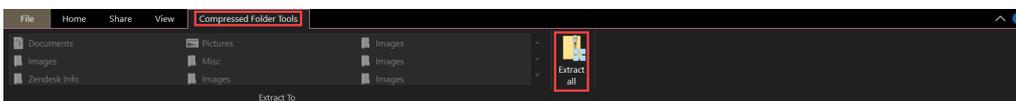
*Click Here to Initiate Download Link*

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



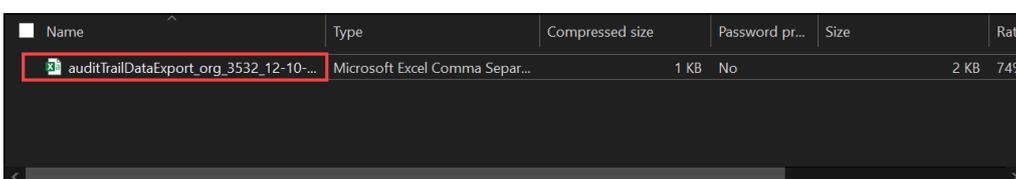
*Export Audit Trail Link*

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



*Extract All Button*

- Click the **Audit Trail Data Export** file. The file will use the following naming convention `auditTrailDataExport_(orgID)_Date_Time`.



*Audit Trail Data Export File*

