

Viewing the User Audit Trail

Last Modified on 09/15/2025 1:30 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.

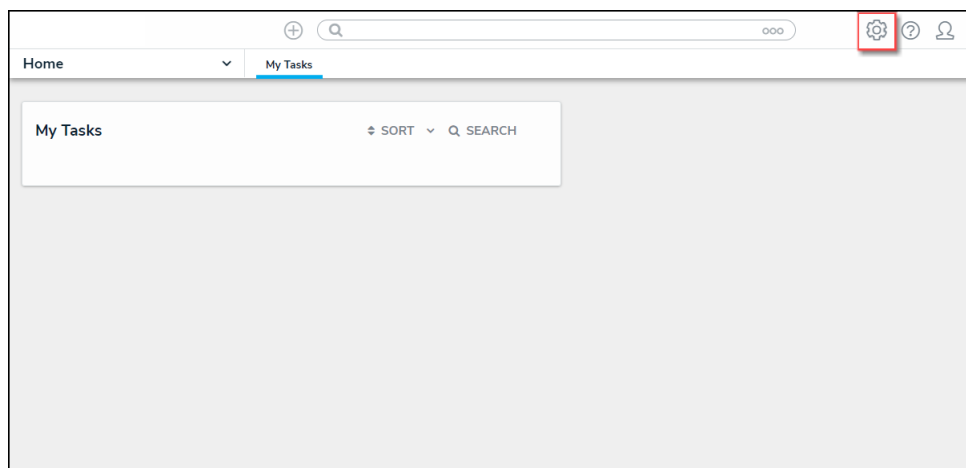
Related Information/Setup

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.

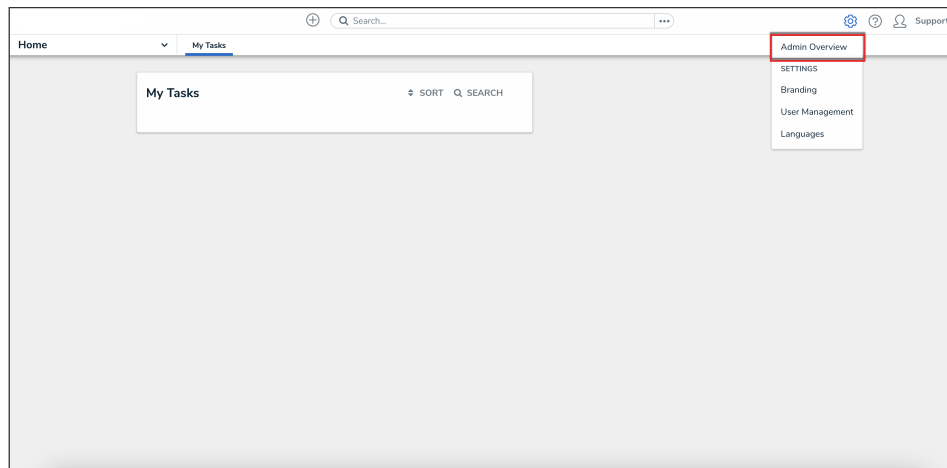
Navigation

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



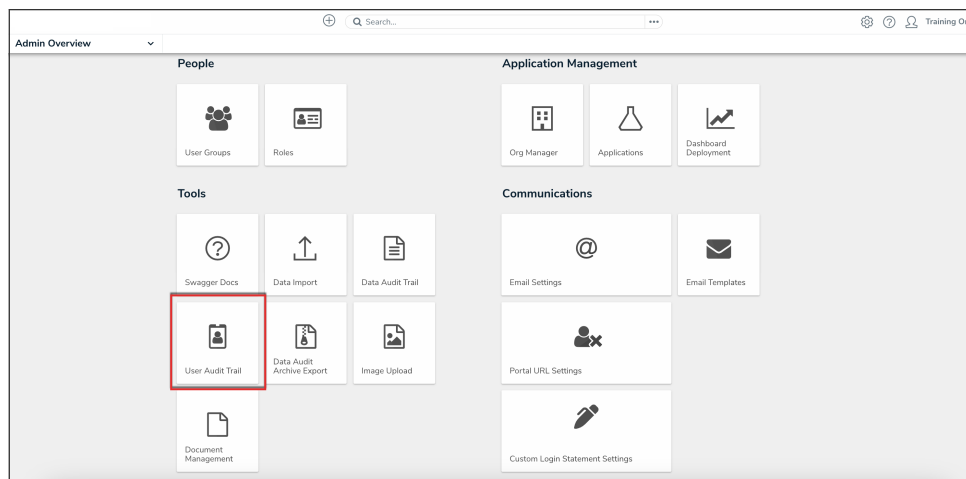
Administration Icon

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



Administrator Settings Menu

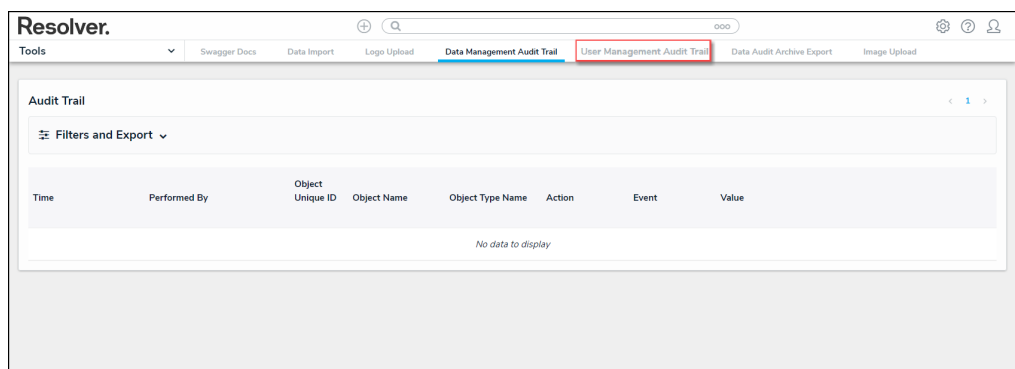
- From the **Admin Overview** screen, select the **User Audit Trail** tile from the **Tools** section.



User Audit Trail Tile

Viewing the User Audit Trail

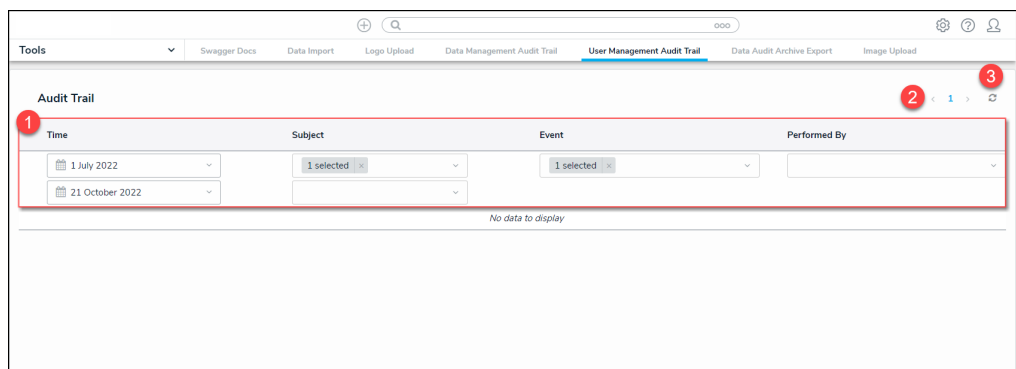
- From the **Tools** screen, select the **User Management Audit Trail** tab.



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.

Tools
Swagger Docs
Data Import
Logs Upload
Data Management Audit Trail
User Management Audit Trail
Data Audit Archive Export
Image Upload

Audit Trail

Time	Subject	Event
1 August 2022 19 October 2022		1 selected
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
Aug 22, 2022 1:59AM	Control Owners & Delegates (Limited User)	Update User Group
Aug 22, 2022 1:59AM	Control Owners & Delegates (Limited User)	Update User Group
Aug 22, 2022 1:59AM	Control Owners & Delegates (Limited User)	Update User Group

RISK OWNERS & DELEGATES (LIMITED USER)

Aug 22, 2022 2:04AM

Update User Group performed by -RESOLVER

Description updated

User Group for Risk Owners and Delegates

→

Conduct self-risk assessment including, documenting inherent risk and residual risk. Create new emerging risks. Escalate high priority risks

DONE

Additional Details Pop-up