

## Viewing and Exporting Audit Logs

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### [Viewing Audit Logs](#)

Under the Audit Logs tab, you can view and export data of any activity made on the Portal. Click on **Audit Logs** tab to access this screen.

### **Changing the Time Period for Data**

On the right side of the screen below your name, you will see the currently set timezone for your account in red and the currently displayed time period in blue with arrows on either end.

- Click on the time period to show the drop-down selection. This will automatically refresh the currently displayed data to show the time period you have selected.
- Click on the left and right arrows to toggle between the previous and succeeding timeframe based on your selection.

### **Filtering Data**

You can modify the information that you can view by adding information in the following fields:

- Actor ID - Unique account ID for the user account.
- IP - IP address of the account
- Action - Shows the account behavior that was performed (ex: user.login, account.create, file.upload, etc)
- Target User ID - Fill in an account ID here to show action performed towards that particular account.

Once the information has been filled out, click on **Filter** to display the data

### [Exporting Audit Logs](#)

Once you are viewing the data that you want to export, click on **Export Audit Logs** to create a csv file that can be opened using a spreadsheet app such as Microsoft Excel or

Google Sheets.

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