Making an audit report

aim

To export a log file with all the activities regarding video creation, deletion and access of the users of your choice.

prerequisites

- Making an audit trail has been enabled in the settings.
- Your user role allows audit reporting (Technician).

procedure

1. Click the **Menu** button and choose **Audit Report**.
2. Choose for what period, what user and what location you want to make a report. If, for instance, you do not select a user in the user field, the report will be made for all the users.
3. Select a destination folder to store the report and click **Export**.

TIP: The log file is a *.csv file. Open it in Excel. The filename is automatically generated based on the date/time.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Log Time	Audit Action	User	Group/Department	Session	Location	Audit Info					
2	11/7/2022 13:25	Group Created	Li Chen	Li - group 1			Group Li - group 1 was created by Li					
3	11/7/2022 13:25	User Added to Group	Julius Leurs	Li - group 1			User was added to Li - group 1 Group/Department by Li					
4	11/7/2022 13:25	User Added to Group By	Li Chen	Li - group 1			Julius was added to Li - group 1 Group					
5	11/7/2022 13:25	User Added to Group	Lale Sokolov	Li - group 1			User was added to Li - group 1 Group/Department by Li					
6	11/7/2022 13:25	User Added to Group By	Li Chen	Li - group 1			Lale was added to Li - group 1 Group					
7	11/7/2022 13:25	User Added to Group	Leanne Loijens	Li - group 1			User was added to Li - group 1 Group/Department by Li					
8	11/7/2022 13:25	User Added to Group By	Li Chen	Li - group 1			Leanne was added to Li - group 1 Group					
9	11/7/2022 13:26	Group Created	Li Chen	Li - group 2			Group Li - group 2 was created by Li					
10	11/7/2022 13:26	User Added to Group	Michael Anderson	Li - group 2			User was added to Li - group 2 Group/Department by Li					
11	11/7/2022 13:26	User Added to Group By	Li Chen	Li - group 2			Michael was added to Li - group 2 Group					
12	11/7/2022 13:26	User Added to Group	Niek Wilmink	Li - group 2			User was added to Li - group 2 Group/Department by Li					
13	11/7/2022 13:26	User Added to Group By	Li Chen	Li - group 2			Niek was added to Li - group 2 Group					
14	11/7/2022 13:26	User Added to Group	Rose Bennett	Li - group 2			User was added to Li - group 2 Group/Department by Li					
15	11/7/2022 13:26	User Added to Group By	Li Chen	Li - group 2			Rose was added to Li - group 2 Group					
16	11/7/2022 13:27	Location opened	Michael Anderson			Room 1						
17	11/7/2022 13:28	Location opened	Li Chen			Room 1						
18	11/7/2022 13:29	Location opened	Michael Anderson			Room 1						
19	11/7/2022 13:33	Session opened	Rose Bennett		7/11/2022							
20	11/7/2022 13:33	Session opened	Rose Bennett		7/11/2022							
21	11/7/2022 13:45	Session opened	Michael Anderson		Room 2 - session 1							
22	11/7/2022 13:47	Session opened	Shahzod Tuychiev		Session 1 - room 4							
23	11/7/2022 13:47	Session opened	Shahzod Tuychiev		Session 1 - room 4							
24	11/7/2022 13:52	Location opened	Shahzod Tuychiev			Room 1						

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