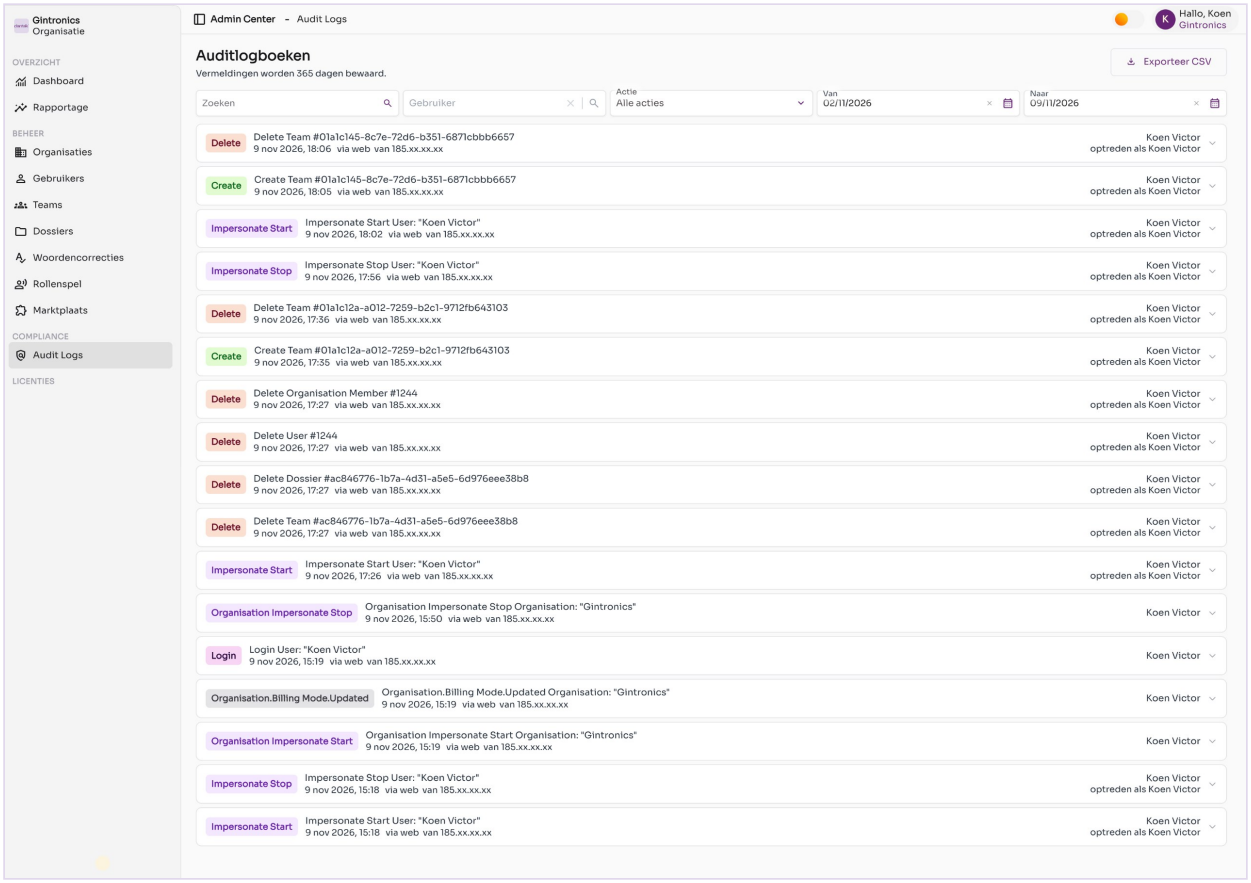
View audit logs

Every significant action is recorded in the audit logs: who, what, when, from which IP address and via which channel. This way you can check exactly what happened in response to a customer inquiry, an audit or a security incident.

How to view the audit logs

1. Open Audit logs

   Click **Audit Logs** in the left menu. By default you see the entries from the last week, newest first.



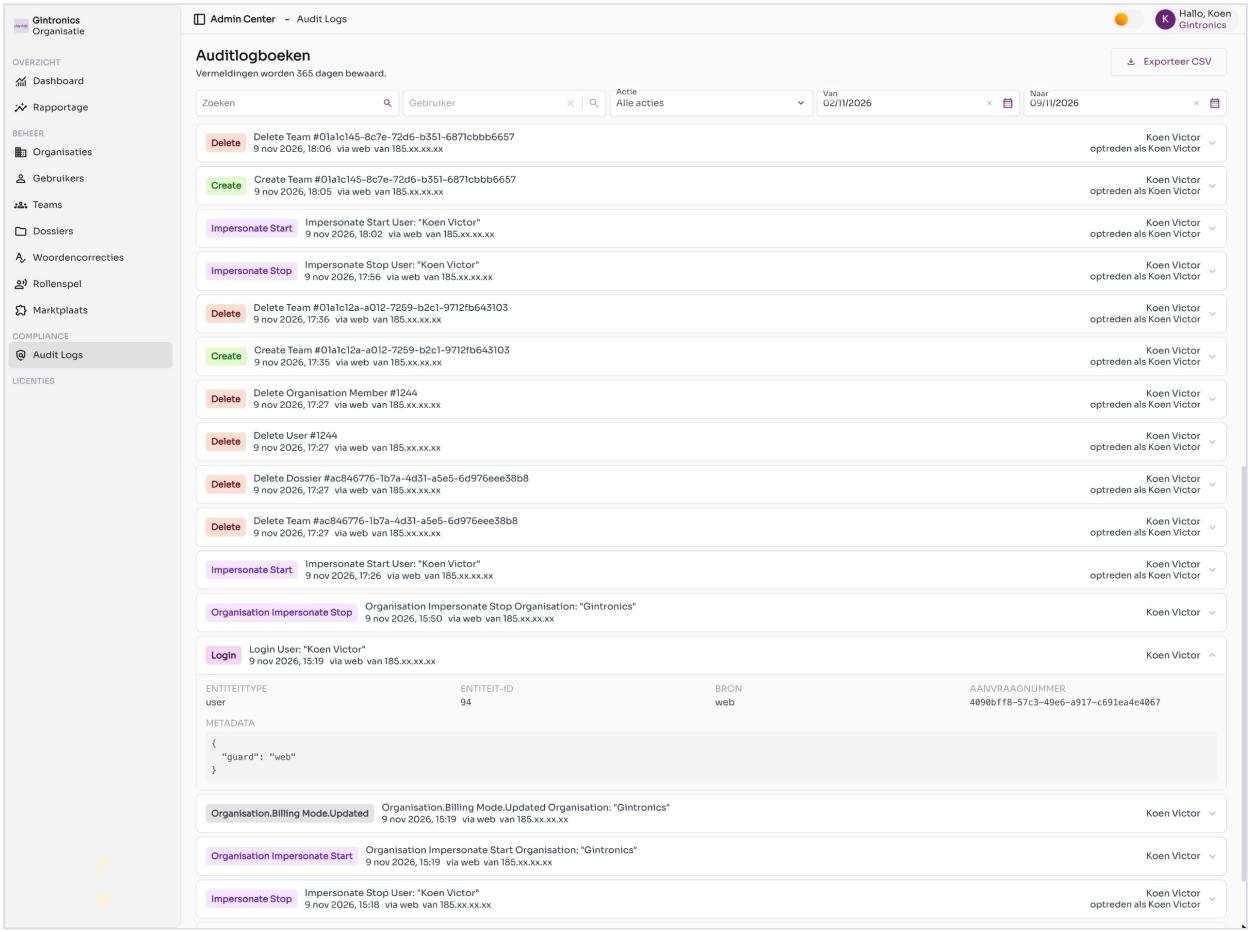
The audit logs with the filters at the top. IP addresses are masked in this example.

2. Filter the list

   Use the fields at the top: **Search** (free text), **User**, **Action** and the period **From** and **To**. The list is updated immediately.

3. Open the details of an entry

   Click the arrow on the right in a row. You see the *entity type* (for example user or file), the *entity id*, the *source* (web or api), the *request number* and the *metadata* in json format.



An expanded entry with the technical details.

4. Export to csv
   Click **Export csv** in the top right. You receive a csv file with the entries that match your filters. The export itself is also logged as an action.

Which actions are logged

In the *Action* dropdown you can filter on one of these types:

Action	Meaning
Create, Read, Update, Delete	A record (user, team, file, member ...) was created, viewed, modified or deleted.
Login, Logout, Login failed	Sign-ins and failed sign-in attempts.
Change password	A user changed their password.
Create token, Revoke token	An api or connector token was created or revoked.
Impersonate start / stop	An administrator temporarily took over the identity of a user (impersonation). The row shows *acting as* with the name.

Action	Meaning
Organization impersonation started / stopped	An administrator temporarily worked in the context of another organization.
Export	An export, for example of the audit logs themselves.

Good to know

- Entries are retained for **365 days**. If you need a longer retention period, export periodically to csv.
- The audit logs are read-only. No one, not even an administrator, can modify or delete entries.
- For questions regarding compliance or the data processing agreement, see the *Policy & privacy* section.