

# 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.

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