

Project administration reference

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Project audit information

Project audit information is a chronological record of actions associated with one project.

Use it when you need to review what happened in the project, inspect event details, or request a CSV copy of the audit information.

If you need to...	Go to
Review the event count and table	Read and filter audit events
Filter the recorded actions	Read and filter audit events
Request a CSV copy	Export audit information
Understand an empty result or an unavailable result	Handle empty or unavailable audit results
Review project changes and related audit information	Project changes and audit
Review organization-wide audit information	Organization audit
Understand the wider project workspace	Projects overview

Before you start

Have the project you want to review available in the application. Project audit information is tied to a project-specific page, so start with the project you want to inspect rather than an organization-wide audit view. You are ready to find the project's audit page.

Find a project's audit information

Use the project-specific audit page when you need the history for one project.

Prerequisites

- You know which project you need to review.
- You can open that project's audit page.

Steps

1. Open the audit page for the project you are reviewing.
2. Confirm that the page heading is `Audit Trail`.

Result: The project's audit information is open, with its event count, action filter, and audit table visible.

Read and filter audit events

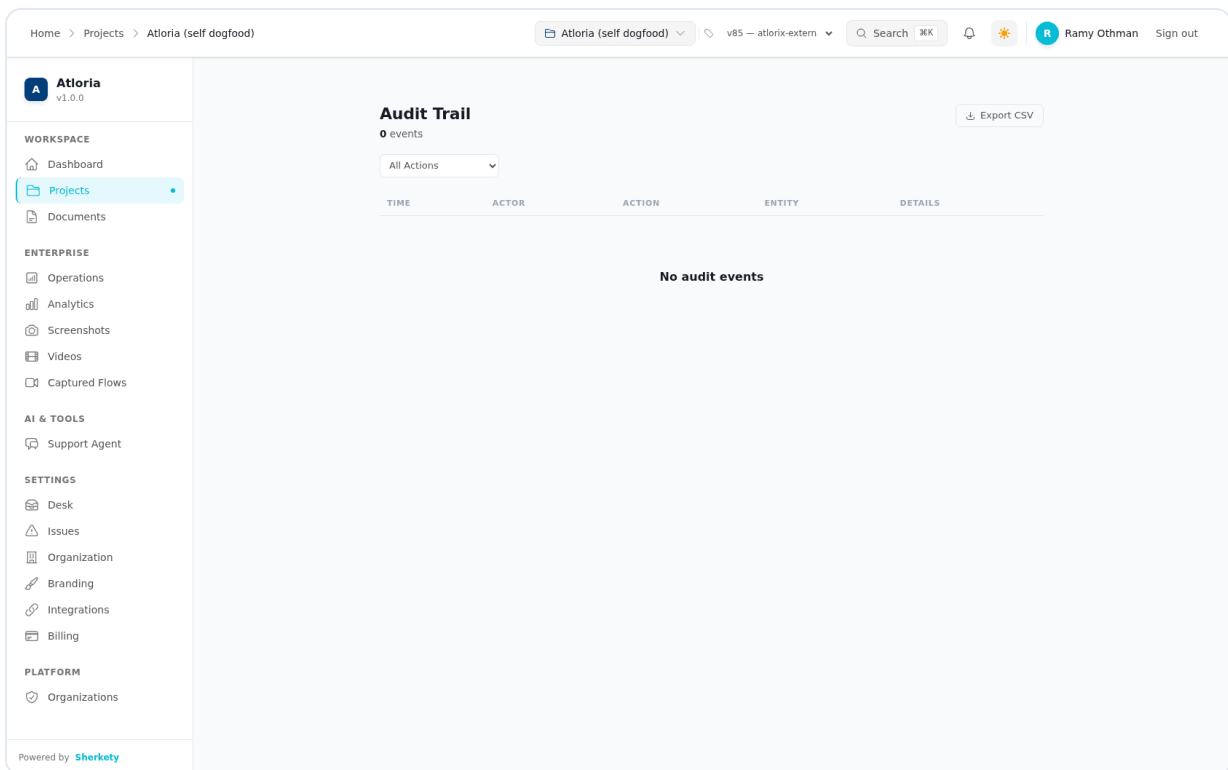
An audit event is one recorded action associated with the project. The audit page shows the event count and presents each returned event through its time, actor, action, entity, and details.

Event metadata is the full detail attached to an audit event and appears when you open that event's details.

The page displays these columns:

What you need to read	Where it appears
When the event occurred	Time
Who performed the action	Actor
What action was recorded	Action
Which entity the action concerns	Entity
A short event summary	Details

The page also shows `0 events` when no events are returned and shows `No audit events` in the empty state.



Prerequisites

- The project's audit page is open.

Steps

1. Read the event count below **Audit Trail**.
2. Select **All Actions** to open the action choices.
3. Choose the action you want to review.
4. Read the five table columns: Time, Actor, Action, Entity, and Details.
5. Select an event row to open its metadata details when an event row is present.
6. Select the same event row again to close its metadata details.
7. When pagination is present, choose one of these alternatives:

If you want to...	Select
View the preceding page	Previous
View the following page	Next

Changing the action filter resets the page to the first page and loads the audit query again. When

the page is loading, it displays `Loading...` . When the query returns no rows, it displays `No audit events` instead of event rows.

Result: The audit table shows the selected action and its available event details. When more than one page of events is available, the page shows the current range and total event count and provides **Previous** and **Next**.

Export audit information

The project audit page can request a CSV copy of the project's audit information from its header.

Prerequisites

- The project's audit page is open.

Steps

1. Select **Export CSV** in the audit page header.

Result: The application requests a CSV export for the project.

Handle empty or unavailable audit results

The audit page distinguishes an empty audit result from a table containing event rows. It also shows pagination only when the returned event count is greater than zero.

What you see What it means
--- --- ---
<code>No audit events</code> The project has no rows in the returned audit result
No event row No event details are available to open
No Previous or Next Pagination is not available for the current result
<code>Export failed</code> The CSV export request failed

What to do next

Use the related pages according to the information you need next:

If you need to...	Continue with
Review change requests and their related project activity	Project changes and audit

If you need to...	Continue with
Manage projects from the administrative project area	Administer projects
Manage project-level settings	Project settings administration
Review audit information across the organization	Organization audit