

Security & Audit access

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Security and audit information

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The audit trail is the activity list that records who did what, when, for the project you select. Use this page when you need to review project activity or export the activity list.

Who did what, when — the full audit trail for the selected project.

If you need to...	Go to
Choose the project whose activity you need to review	Before you start
Reach the audit page	Open the audit surface
Identify filters, columns, and export controls	Understand the audit screen
Filter, inspect, page through, or export events	Review and export audit information
Interpret an empty or changing result	Handle empty and changing audit results
Review the broader security and audit surfaces	Security & Audit overview
Review related audit information	Audit reference

Before you start

Select one project before reviewing its audit trail. This page is intended for administrators.

Prerequisites

- Know which project you need to review.
- Have access to the administrator area.

Steps

1. In the header dropdown, select the project whose activity you need to review.

If no project is selected, the page displays the title `Select a project`, the hint `The audit trail is scoped to one project at a time.`, and the instruction `Choose a project from the header dropdown to view its audit log.`

Result: The audit page is ready to show activity for the selected project.

Open the audit surface

The Security & Audit page is the administrator entry point for reviewing activity for a selected project.

Prerequisites

- Know which project you need to review.

Steps

1. Open the Security & Audit page.

Result: The `Security & Audit` page opens.

Understand the audit screen

The audit screen combines an action filter, an event table, pagination, and a CSV export control.

Area	What you use it for
Action filter	Narrow the activity list to one action option.
When	See when an event occurred.
User	See which user is associated with an event.
Action	See the action recorded for an event.
Details	Read the event description.
Showing <code><start>-<end></code> of <code><total></code> events	See the current result range and total.
Previous and Next	Move between result pages when those controls are available.
Export CSV	Request a CSV copy of the audit information.

The **Action filter** is available after a project is selected. Its options are:

Option	Use
All Actions	Show all available actions.
version.published	Filter for version-published events.
document.updated	Filter for document-updated events.
document.edited	Filter for document-edited events.
webhook.received	Filter for webhook-received events.
version.reviewed	Filter for version-reviewed events.
export.downloaded	Filter for export-downloaded events.
schedule.triggered	Filter for schedule-triggered events.

Review and export audit information

Use this procedure to narrow the activity list, inspect an event, move through the results,
or request a CSV export.

Prerequisites

- A project is selected.
- Audit events are available for the project when you need to inspect a row or use pagination.

Steps

1. In **Action filter**, select the option that matches the activity you need to review.

Use the following options:

If you need to review...	Select
Every available action	All Actions
A published version	version.published
An updated document	document.updated
An edited document	document.edited
A received webhook	webhook.received
A reviewed version	version.reviewed
A downloaded export	export.downloaded

If you need to review...	Select
A triggered schedule	<code>schedule.triggered</code>

2. When `Loading audit events...` appears, wait for the audit list to finish loading.

3. Select the audit row you want to inspect.

The row expands to show its metadata.

4. Select **Previous** or **Next**:

If you need to...	Select
Return to preceding events	Previous
Continue to later events	Next

5. Select **Export CSV** to request a CSV copy of the audit information.

While the request is being prepared, the control displays `Exporting...`.

Result: The page shows the selected activity, expanded metadata, another result page, or the exporting state, depending on the action you took.

Handle empty and changing audit results

The audit page changes its content when the project selection, loading state, event count, or result position changes.

What you see	What it means
<code>Select a project</code>	No project is selected.
<code>Loading audit events...</code>	The page is loading the audit list.
<code>No audit events found</code>	The selected project has no events in the current result.
Previous	Earlier results are available.
Next	More results remain after the current page.

Prerequisites

- You have opened the audit page.

Steps

1. Read the message displayed in the audit content area.
2. Follow the action for the message you see:

If you see...	Do this
Select a project	Select a project from the header dropdown.
Loading audit events...	When Loading audit events... appears, wait for the audit list to finish loading.
No audit events found	Read Events appear here as soon as anything is published, edited, or exported.
Previous	Select Previous to return to earlier results.
Next	Select Next to continue to later results.

Result: The page displays the project audit list, the current empty state, or the result page you selected.

When the audit query fails

If the audit query fails, the page clears the event list and total without displaying an error message.

What you see	What it means	What to do
The event list is empty and no error text appears	The audit query returned no usable event list.	Check the selected project and retry the review.
No validation, confirmation, or error message appears	No validation, confirmation, or error message appears for this outcome.	Continue with the information displayed on the page.

Result: The page remains on the audit surface with no event list or total displayed.

Continue from audit review

After reviewing the selected project's audit trail, continue with the related security or audit material that matches your next question.

If you need to...	Go to
Review the broader security and audit surfaces	Security & Audit overview
Review related audit information	Audit reference

If you need to...	Go to
Review security information as a task	Review security information

Result: You have the audit information for the selected project and a related page for the next review task.