

Security & Audit overview

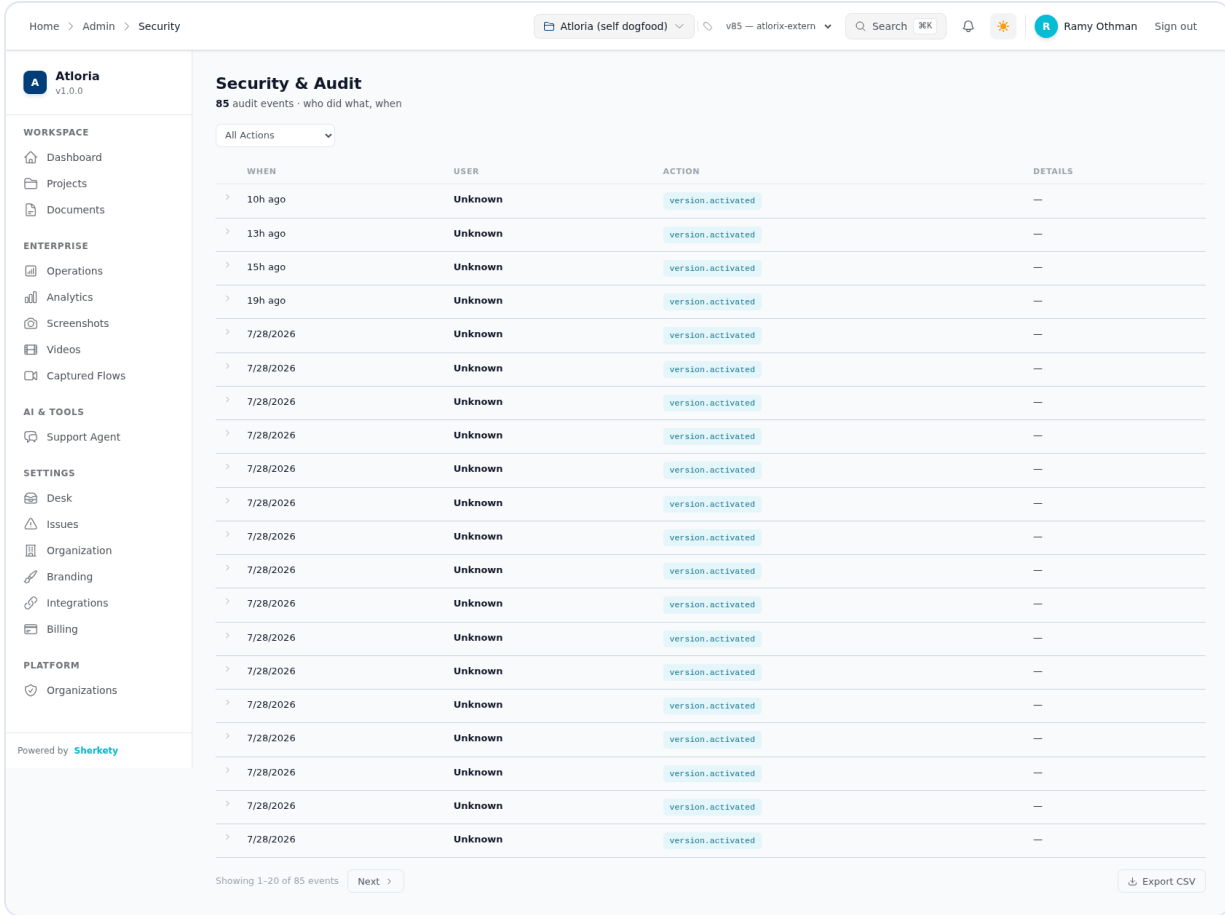
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Security and audit overview

Security and audit information

Security and audit information is available in two scopes: one selected project or the whole organization. Use the project view when you are checking activity for one selected project. Use the organization view when you need activity across all projects. The administrative **Security & Audit** area contains this overview, a detailed security review, and an audit reference.

If you need to...	Go to
Check activity for one project	Review security information
Check activity across the organization	Organization audit
Understand audit records and related administration	Audit reference
Check who can open the administrative audit surfaces	Security & Audit access



Before you start

The project audit view needs a selected project and an active signed-in session. The organization audit view requires administrator or maintainer access. Start with the organization view when your question concerns more than one project; start with the project view when you need to trace activity in one project.

Before you open the surface	What to have ready
Project audit	A selected project and an active session
Organization audit	Administrator or maintainer access
Project-specific review	The project whose activity you need to inspect

If no project is selected, the project surface displays **Select a project**. Its guidance states: The audit trail is scoped to one project at a time. It also says:

Choose a project from the header dropdown to view its audit log.

The project surface provides an action filter. Date, actor, and project filters belong to the organization audit surface instead.

Find the audit surface

Use the administrative navigation to choose the scope that matches your question.

Prerequisites

- You have administrator access for the administrative area.
- You know whether the activity you need belongs to one project or the whole organization.

Steps

1. Open **Security & Audit** from the administrative navigation.
2. Choose the page that matches your question.

If you need to...	Open
Review one selected project's activity	Review security information
Review activity across all projects	Organization audit

3. On the organization audit surface, select **Members** to return to the organization settings area.

Result: The audit surface for your question is open.

Review a project's audit information

A project audit log lists events for one selected project. Each row identifies when the event occurred, the user, the action, and its details.

Prerequisites

- A project is selected.
- The project audit surface is open.

Steps

1. Open **All Actions** and choose the action family you need to inspect. The list includes `All Actions` , `version.published` , `document.updated` , `document.edited` , `webhook.received` , `version.reviewed` , `export.downloaded` , and `schedule.triggered` .
2. Read the event row under the **When**, **User**, **Action**, and **Details** headers.
3. Select the event row to expand its metadata when you need the event's additional detail.

4. Choose one project-audit action from the table.

If you need to...	Select
Move to the preceding page of events	Previous
Move to the following page of events	Next
Request a CSV file for the selected project's audit data	Export CSV

Result: The project audit table is filtered or inspected, and the available page or CSV-export control is ready for the next action.

The project surface has four stable table headers: **When**, **User**, **Action**, and **Details**. The project view also showed **Next** and **Export CSV**, with no event row expanded on arrival.

Review organization audit information

The organization audit log brings recorded activity from all projects into one filterable list. An actor is the person or account associated with an event. Use the filters to narrow the list before reading individual events.

Prerequisites

- You have administrator or maintainer access.
- The organization audit surface is open.

Steps

1. Open **All Actions** and choose an action from the available organization action list.
2. Open **All Actors** and choose the actor whose activity you need to inspect.
3. Open **All Projects** and choose the project whose activity you need to inspect.
4. Enter a beginning date in **Start date**.
5. Enter an ending date in **End date**.
6. Read the event row under the **Time**, **Actor**, **Action**, **Project**, **Entity**, and **Details** headers. **Entity** identifies the record associated with the event.
7. Select an event row to expand its metadata, which contains additional event details.
8. Choose a pagination action from the table.

If you need to...	Select
Move to the preceding page	Previous
Move to the following page	Next

9. Choose an export format from the table.

If you need to...	Select
Request the organization audit data as CSV	Export CSV
Request the organization audit data as JSON	Export JSON

Result: The organization audit list is narrowed to the criteria you entered, and its records or export controls are available for the next action.

The organization audit view filters by action, actor, project, start date, and end date and

lists up to 50 events at a time. The project audit view lists up to 20 events at a time.

Handle empty, loading, and access branches

The audit surfaces use distinct messages for a missing project, loading data, an empty result, and an access or loading error. Match the message you see to the action in the table below.

What you see	What it means	What to do
Select a project	The project audit view has no selected project.	Choose a project from the header dropdown.
Loading audit events...	The project audit list is loading.	Wait for the list to finish loading.
No audit events found	The project query returned no events.	Check the selected project and the action filter.
Events appear here as soon as anything is published, edited, or exported.	The project audit list is empty until an event is recorded.	Check the selected project and the action filter.
Loading...	The shared audit table is loading.	Wait for the organization list to finish loading.
No audit events	The shared audit table has no rows to display.	Review the filters and date range.

What you see	What it means	What to do
Only admins and maintainers can view the organization audit log.	The organization audit request was refused for access reasons.	Sign in with administrator or maintainer access.
Could not load the audit log.	The organization audit list could not be loaded.	Return to the organization audit surface and try again.
Export failed	An organization export request failed.	Return to the organization audit surface and try the export again.

Result: You can identify the message on screen and choose the corresponding recovery action.

Choose the next audit task

The project and organization views answer different questions: one narrows activity to a selected project, while the other brings activity from all projects together. Continue with the page that matches the work you need to do.

- For a detailed review of the project security surface, open [Review security information](#).
- For organization-wide audit work, open [Organization audit](#).
- For audit-record definitions and related administrative records, open [Audit reference](#).
- For access requirements, open [Security & Audit access](#).
- For related project history, open [Project changes and audit](#).