Audit Logs

> ⚠️ **User Rights Setting**
>
> The **Audit Logs** link is a **User Rights** setting that should be set by the **Data Manager**.

REDCap maintains a built-in audit trail that logs all user activity and all pages viewed by every user, including contextual information (e.g. the project or record being accessed). Whether the activity be entering data, exporting data, modifying a field, running a report, or add/modifying a user, among a plethora of other activities, REDCap logs all actions. The logging record can itself be viewed within a project by users that have been given privileges to view the Logging page.

- Click **Logging**

- The Logging page allows such users to view or export the entire audit trail for that project, and also to filter the audit trail in various ways based upon the type of activity and/or user. The built-in audit trail in REDCap allows administrators to be able to determine all the activity and all the data viewed or modified by any given user.

📄 **Logging**   📊 Download entire logging record to Microsoft Excel (CSV)

This module lists all changes made to this project, including data exports, data changes, and the creation or deletion of users.

|	
Filter by event:	All event types (excluding page views) ▾
Filter by user name:	All users ▾
Filter by record:	All records ▾
Filter by records in a DAG:	▾
Filter by time range from	📅 to 📅
Displaying events (by most recent):	1 - 41 (Page 1 of 1) ▾

Time / Date	Username	Action	List of Data Changes OR Fields Exported
05/03/2019 1:16pm	andrewc	Manage/Design	Assign user to data access group user = 'testuser01', group = 'GROUP 1'
05/03/2019 1:12pm	andrewc	Created User testuser01	user = 'testuser01'
05/03/2019 1:11pm	andrewc	Deleted User ▨▨▨	user = '▨▨▨▨'
05/03/2019 1:08pm	andrewc	Manage/Design	Create data access group
05/03/2019 1:08pm	andrewc	Manage/Design	Create data access group
05/03/2019 1:08pm	andrewc	Manage/Design	Create data access group
05/03/2019 1:08pm	andrewc	Manage/Design	Create data access group
05/03/2019 1:07pm	andrewc	Manage/Design	Create data access group