REPORTS

Reports

When you export users and audit events, they are downloaded to the **Reports** page.

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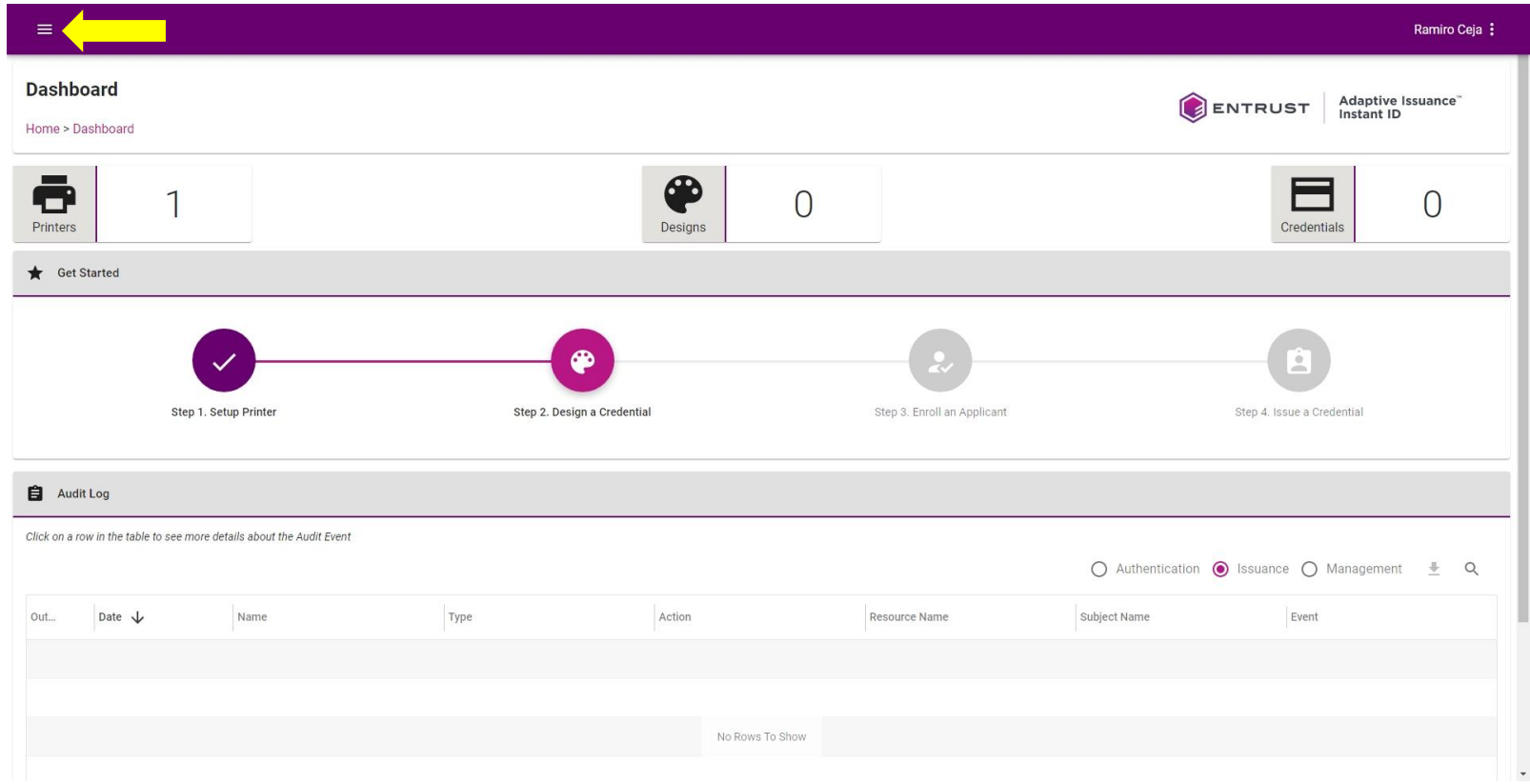
Reports

To navigate to the **Reports** page, click on the **Main Menu** icon at the top left corner of the screen.



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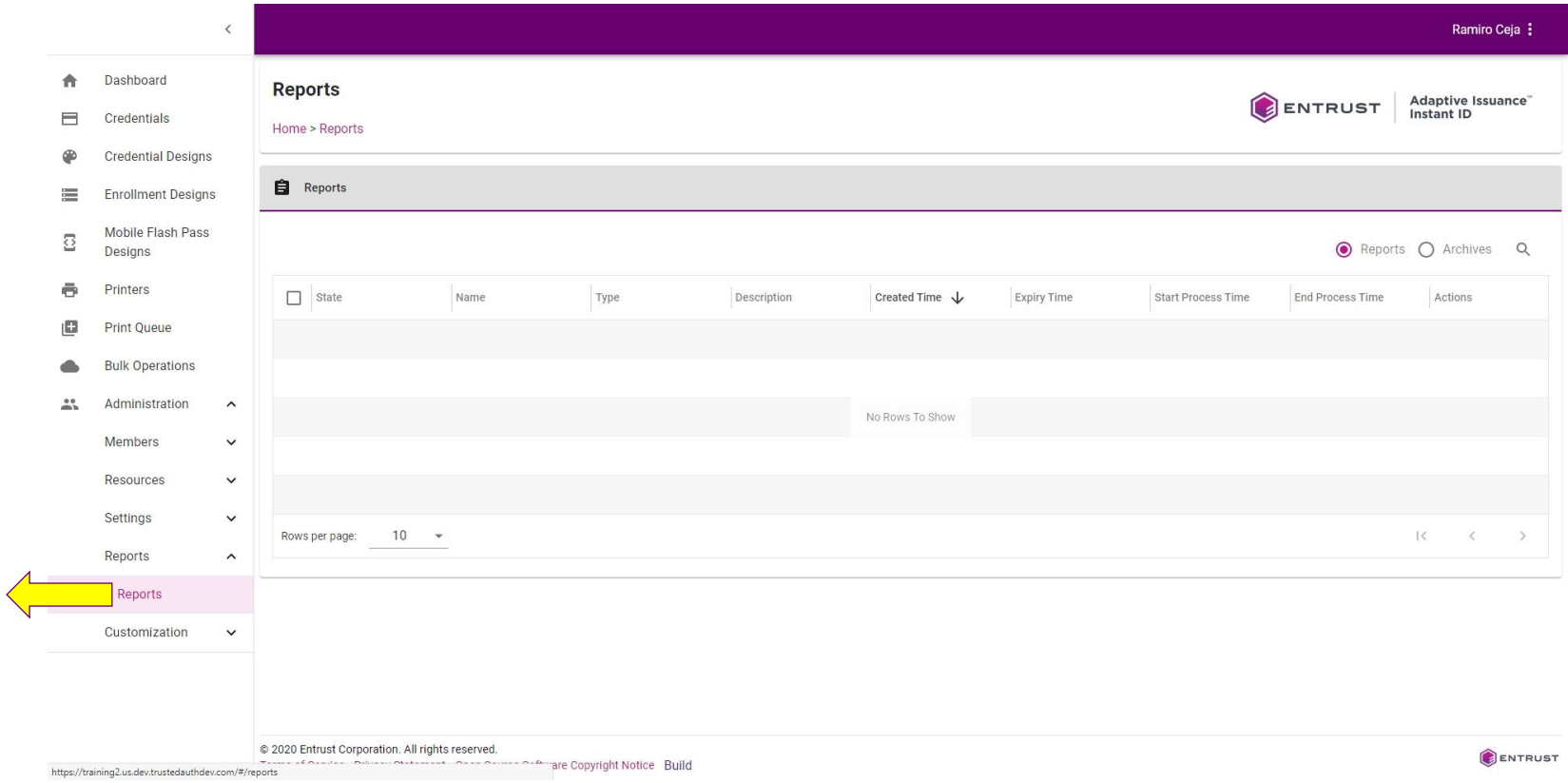
Reports

- Navigate to and select **Reports**.



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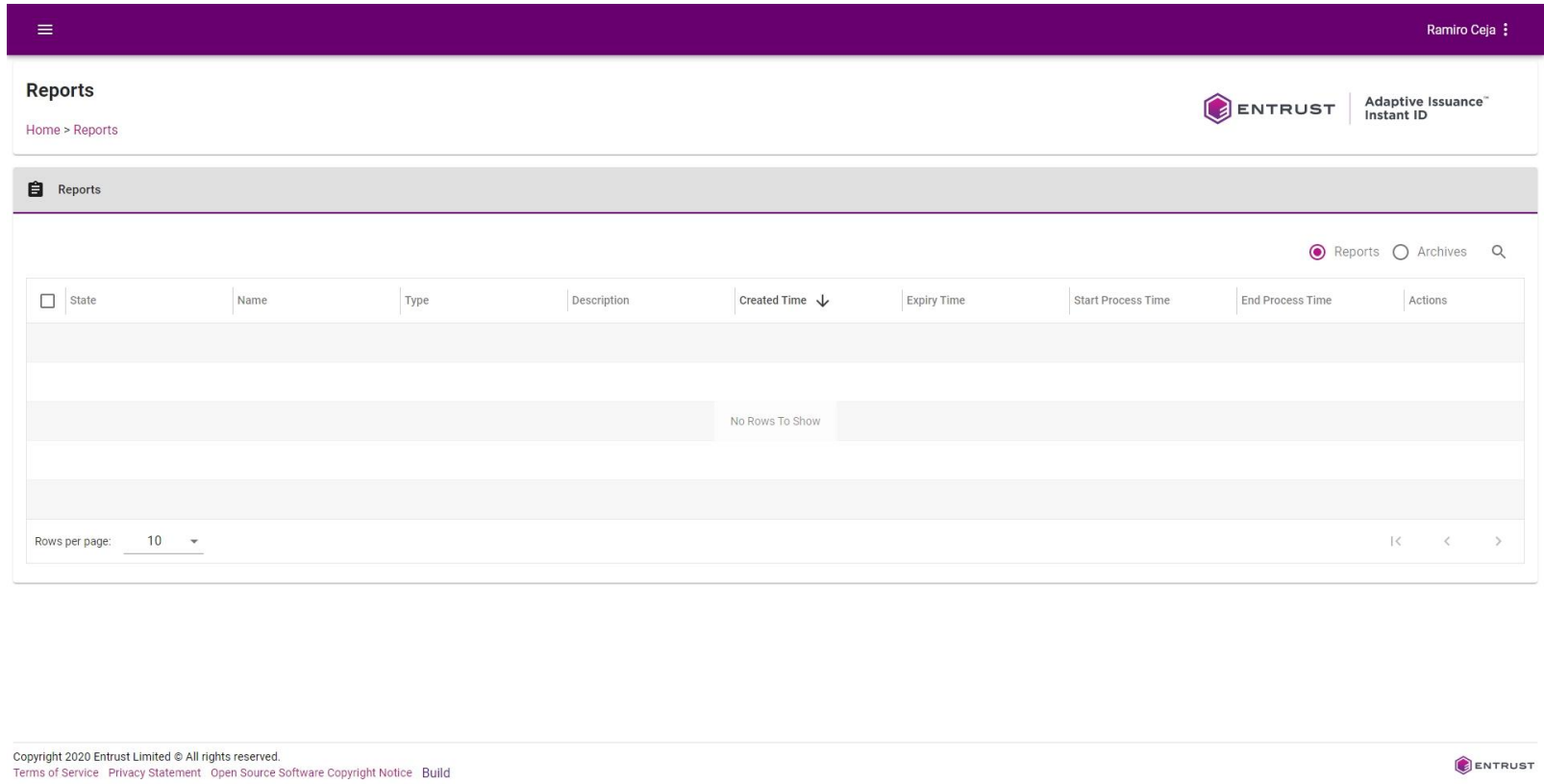
Reports

The **Reports** page opens.



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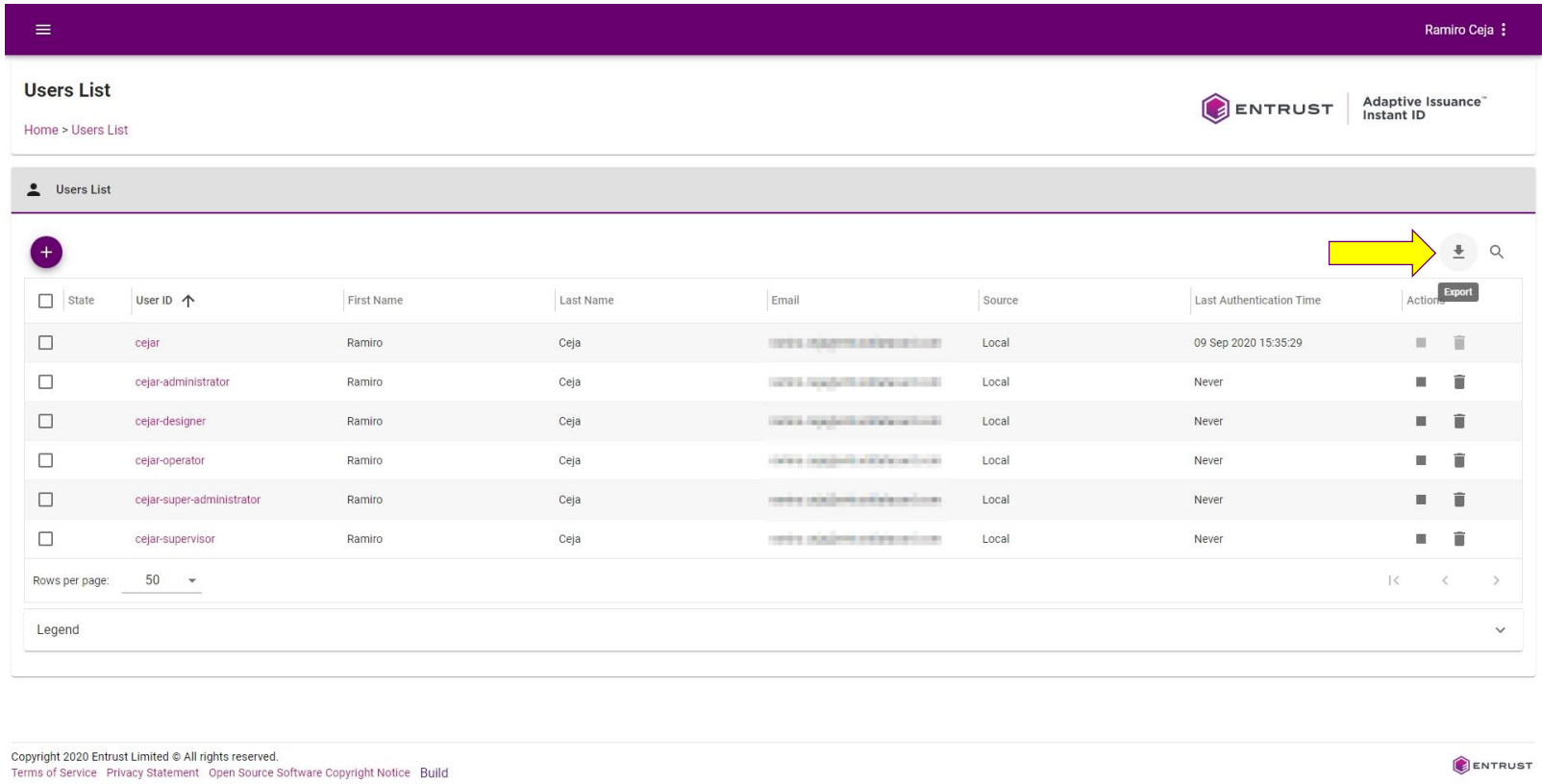
Export Users

From the **Users List** page click on the **Export** icon to export the Users List.



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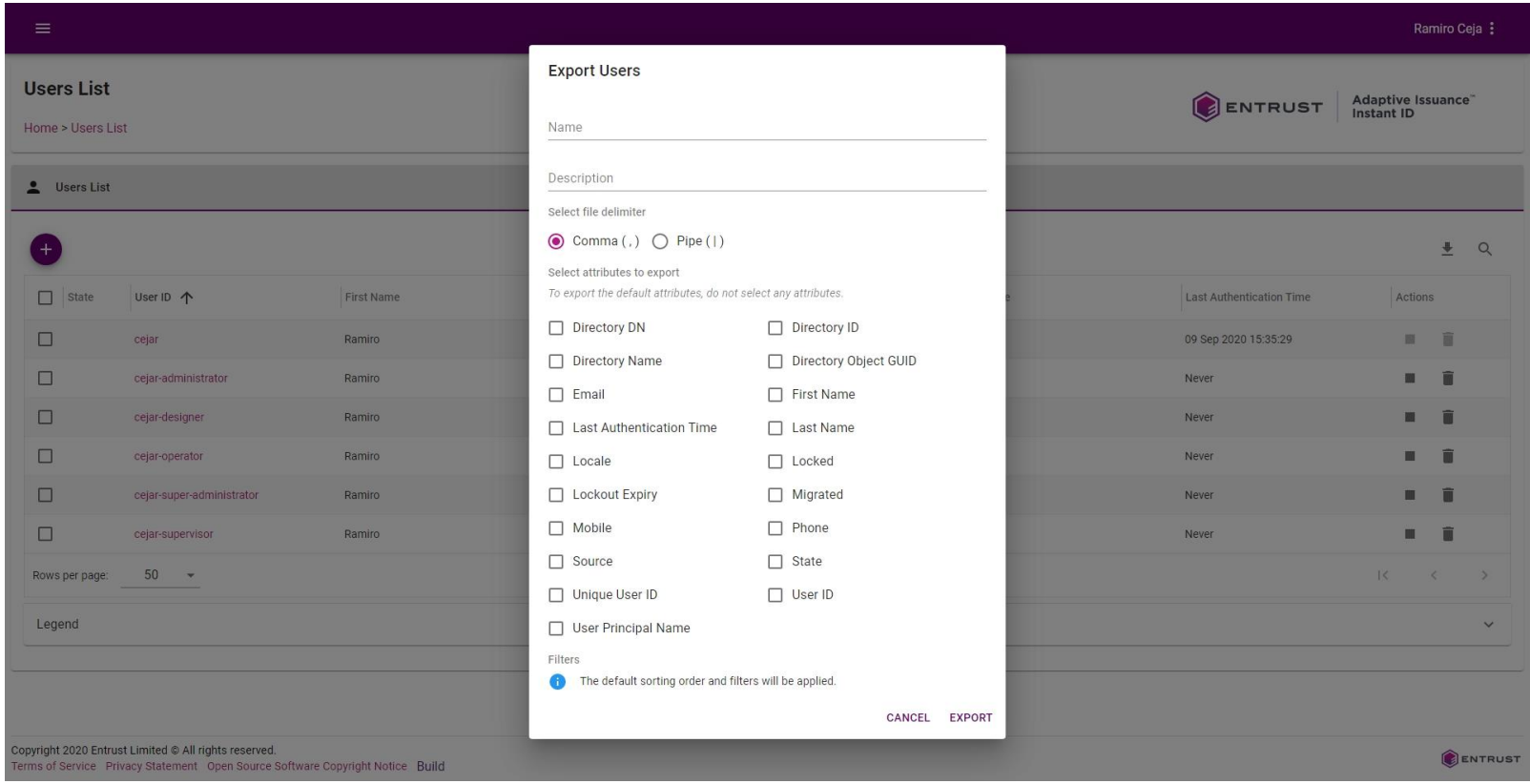
Export Users

The **Export Users** dialog page is displayed.



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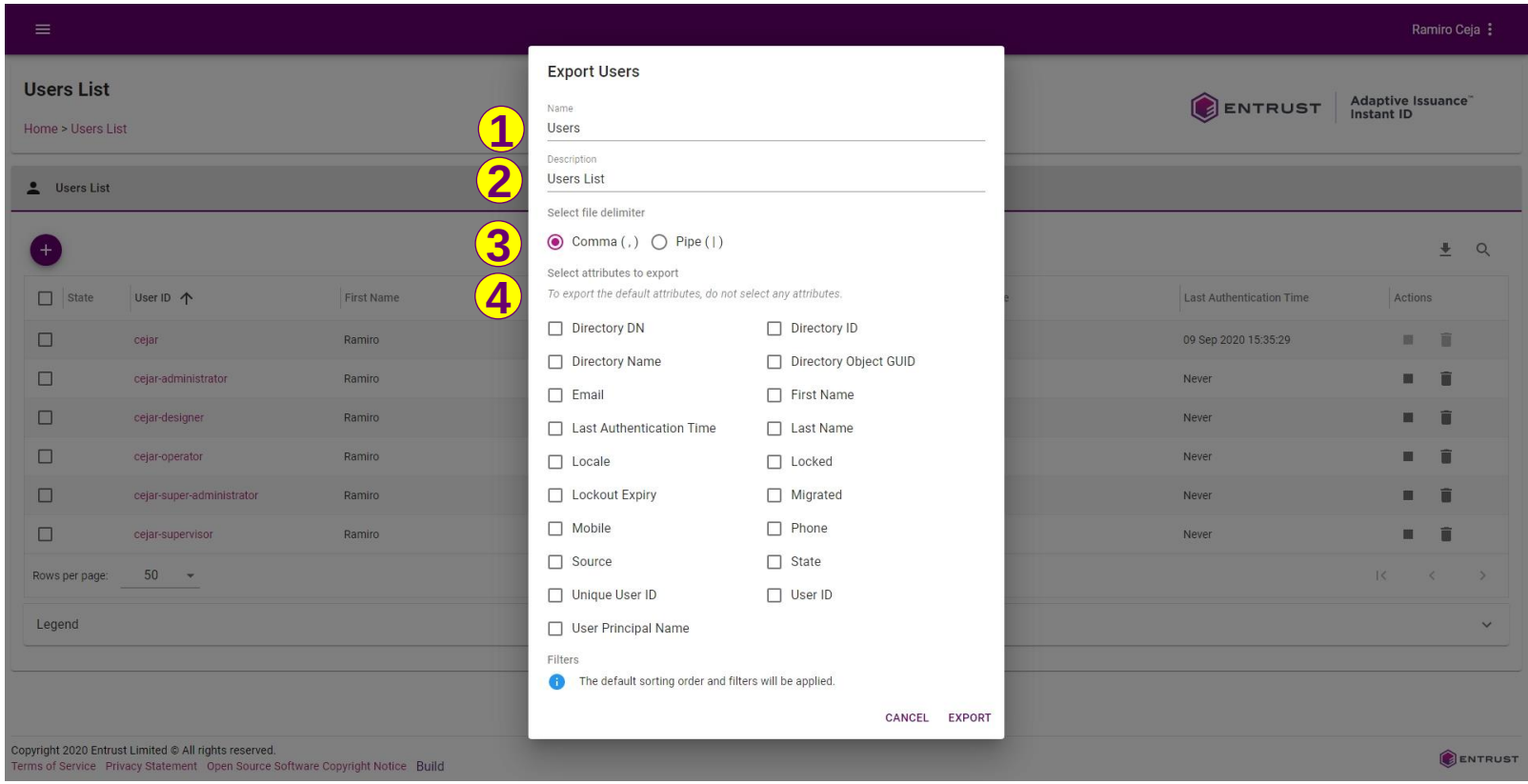
Export Users

1. Enter a **Name**.
2. Enter a **Description**.
3. Select file delimiter, Comma (,) or Pipe (|).
4. Select attributes to export.



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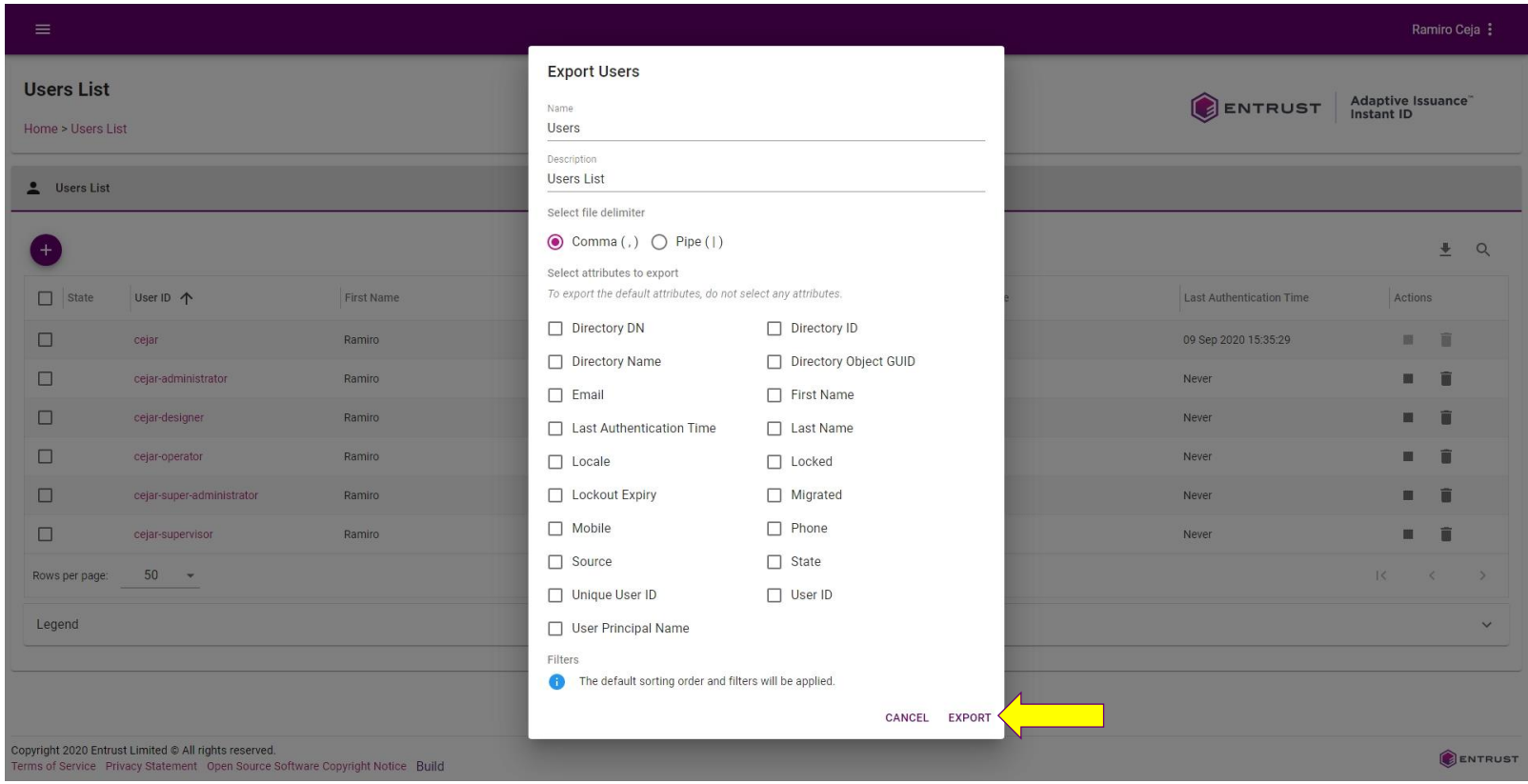
Export Users

Click on **EXPORT**.



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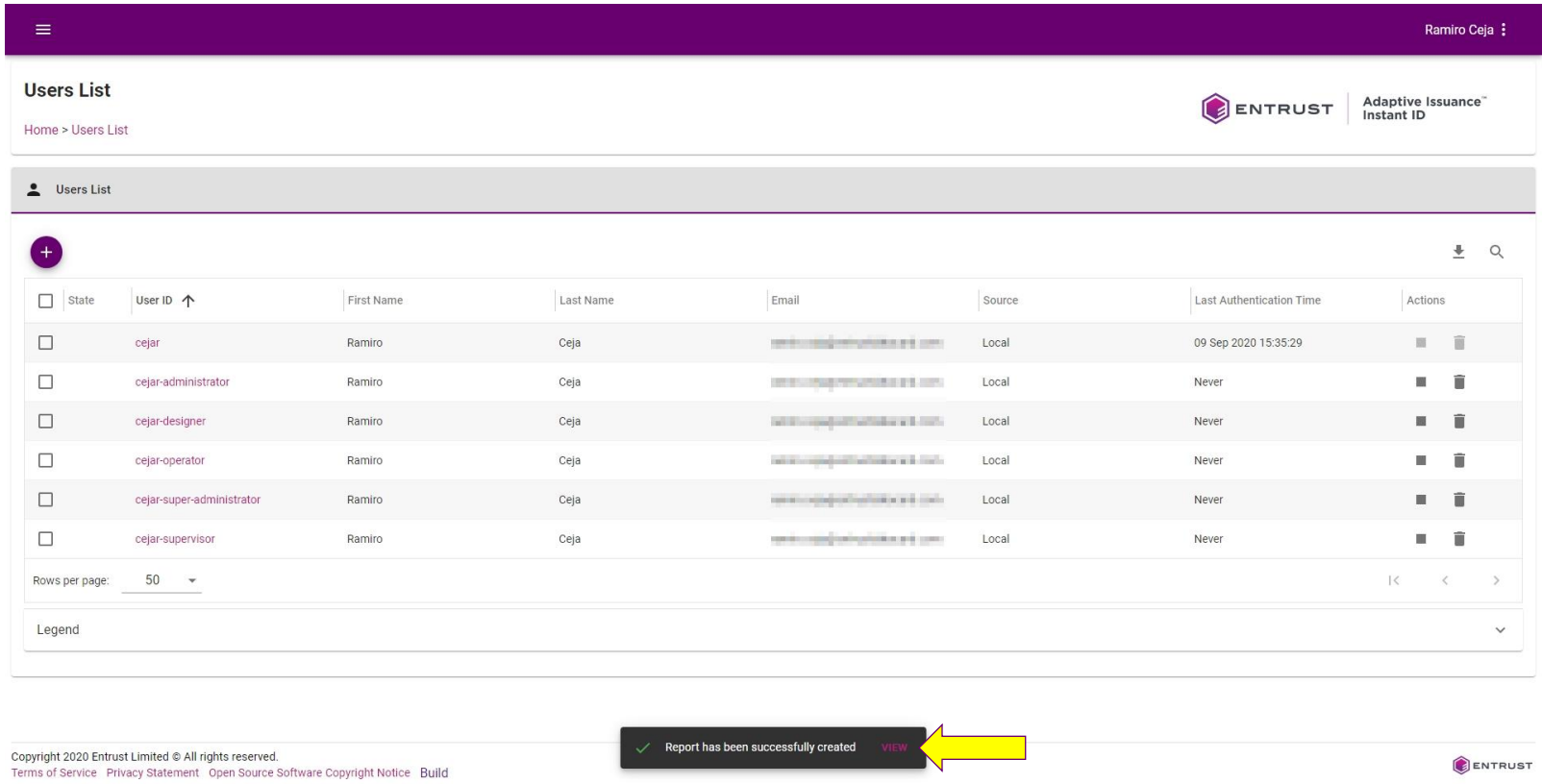
Export Users

The report is created.

To view the report, click on **View**.



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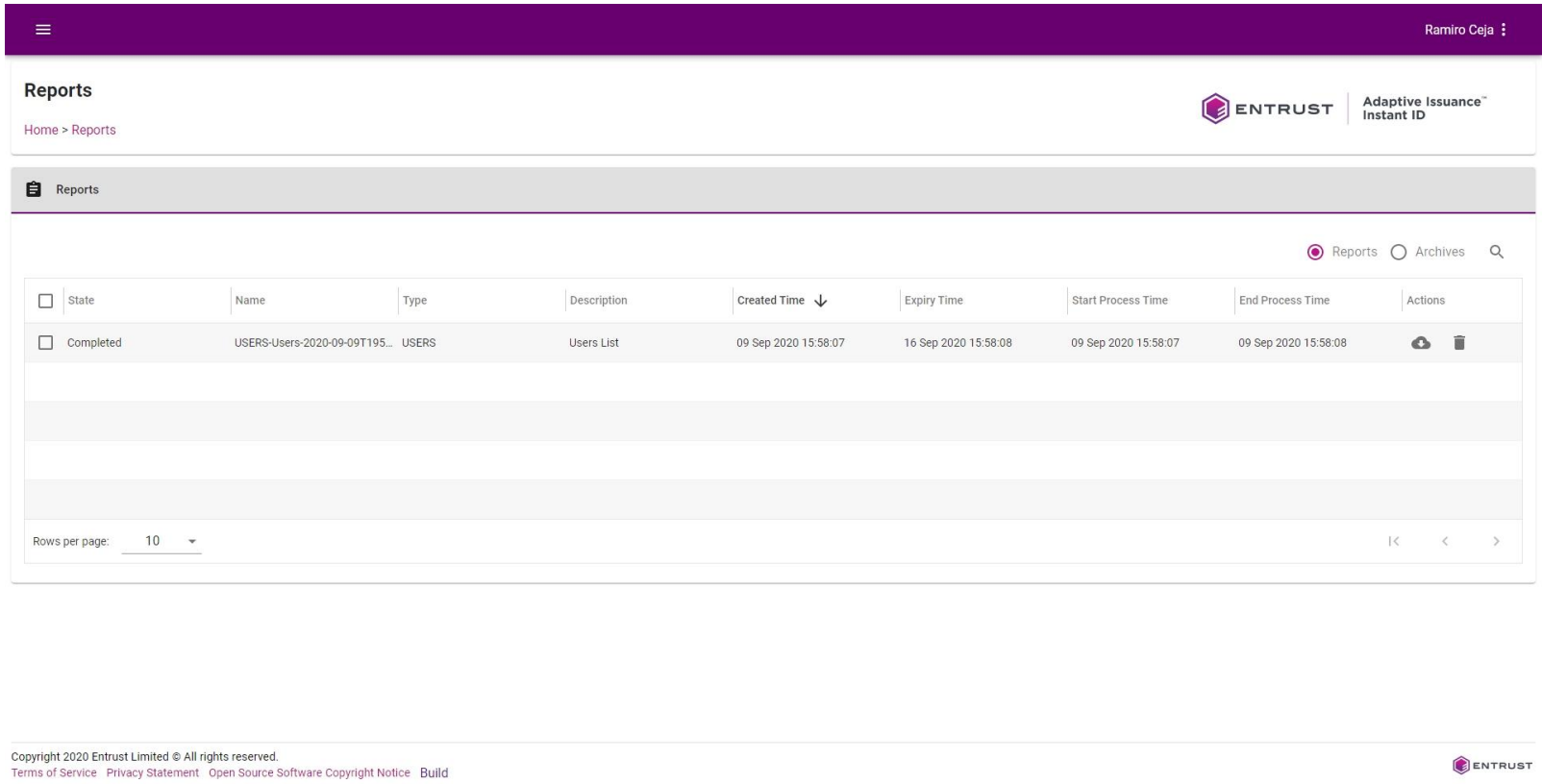
Export Users

The report is exported to the **Reports** page.



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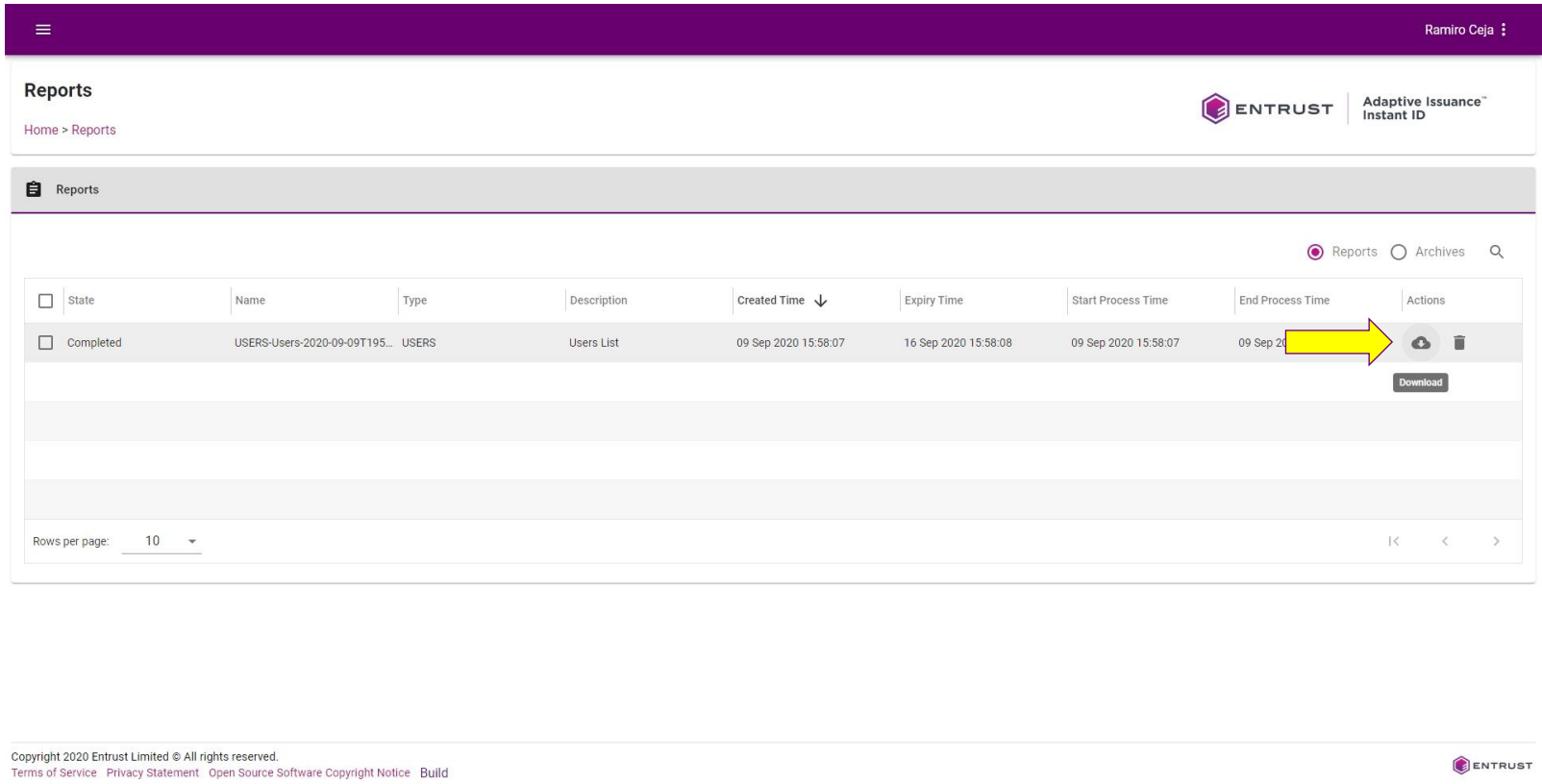
Export Users

To download the report, click on the **Download** icon.



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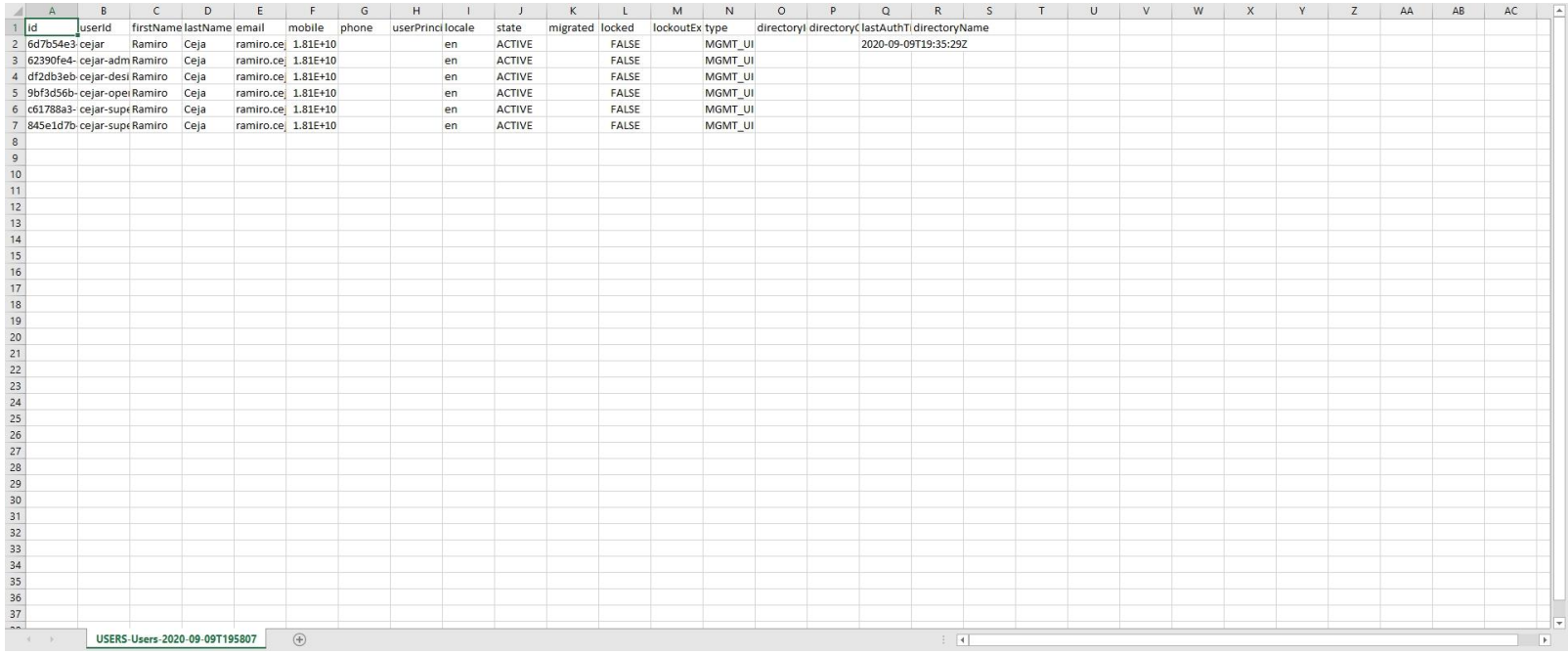
Export Users

The report is downloaded as a .csv file.



id	userId	firstName	lastName	email	mobile	phone	userPrinci	locale	state	migrated	locked	lockoutEx	type	directoryI	directory(	lastAuthTi	directoryName
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62390fe4-	cejar-adm	Ramiro	Ceja	ramiro.ce	1.81E+10			en	ACTIVE		FALSE		MGMT_UI				
df2db3eb-	cejar-desi	Ramiro	Ceja	ramiro.ce	1.81E+10			en	ACTIVE		FALSE		MGMT_UI				
9bf3d56b-	cejar-ope	Ramiro	Ceja	ramiro.ce	1.81E+10			en	ACTIVE		FALSE		MGMT_UI				
c61788a3-	cejar-supe	Ramiro	Ceja	ramiro.ce	1.81E+10			en	ACTIVE		FALSE		MGMT_UI				
845e1d7b-	cejar-supe	Ramiro	Ceja	ramiro.ce	1.81E+10			en	ACTIVE		FALSE		MGMT_UI				

USERS-Users-2020-09-09T195807

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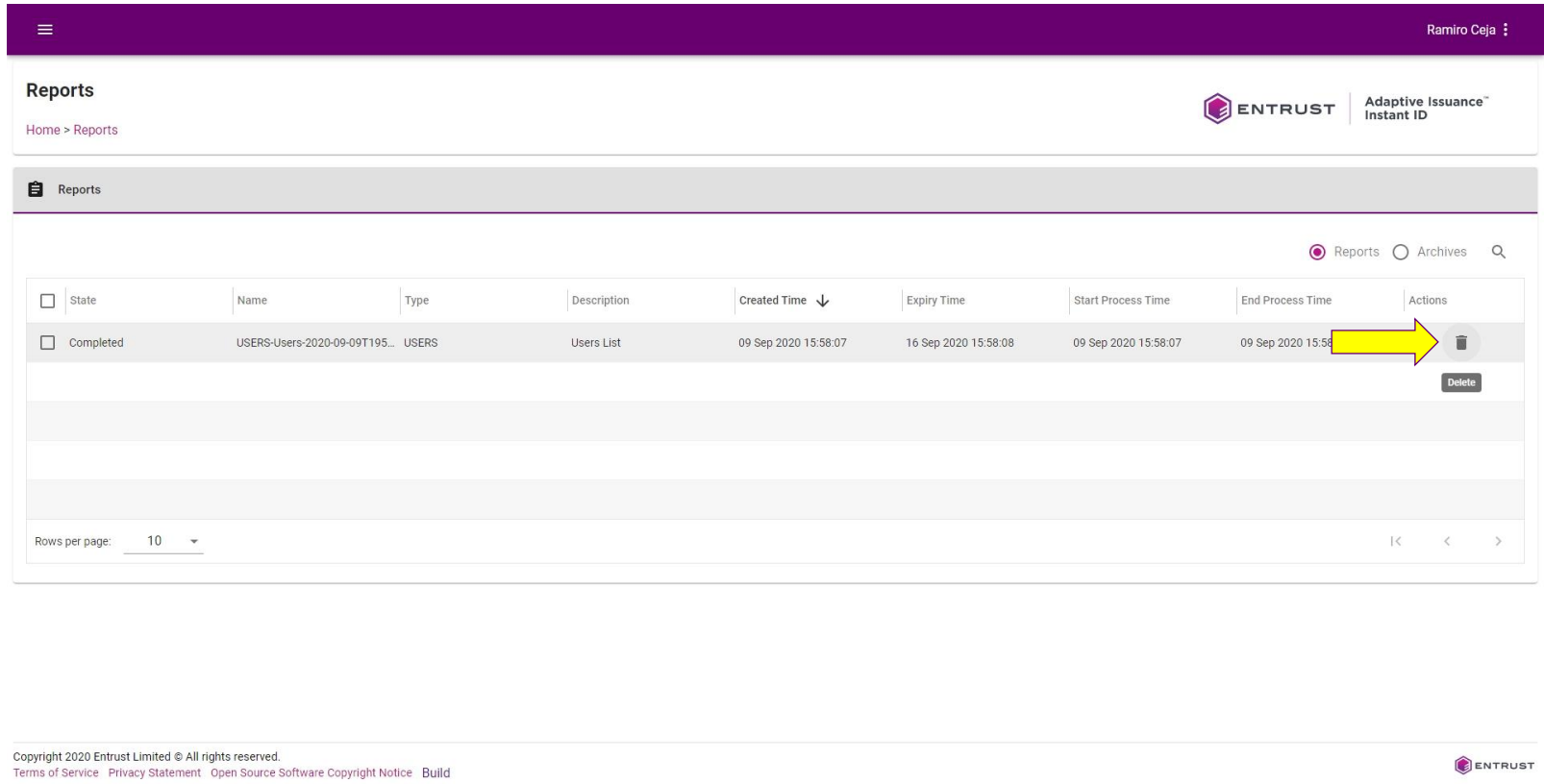
Export Users

To delete the report, click on the **Delete** icon.



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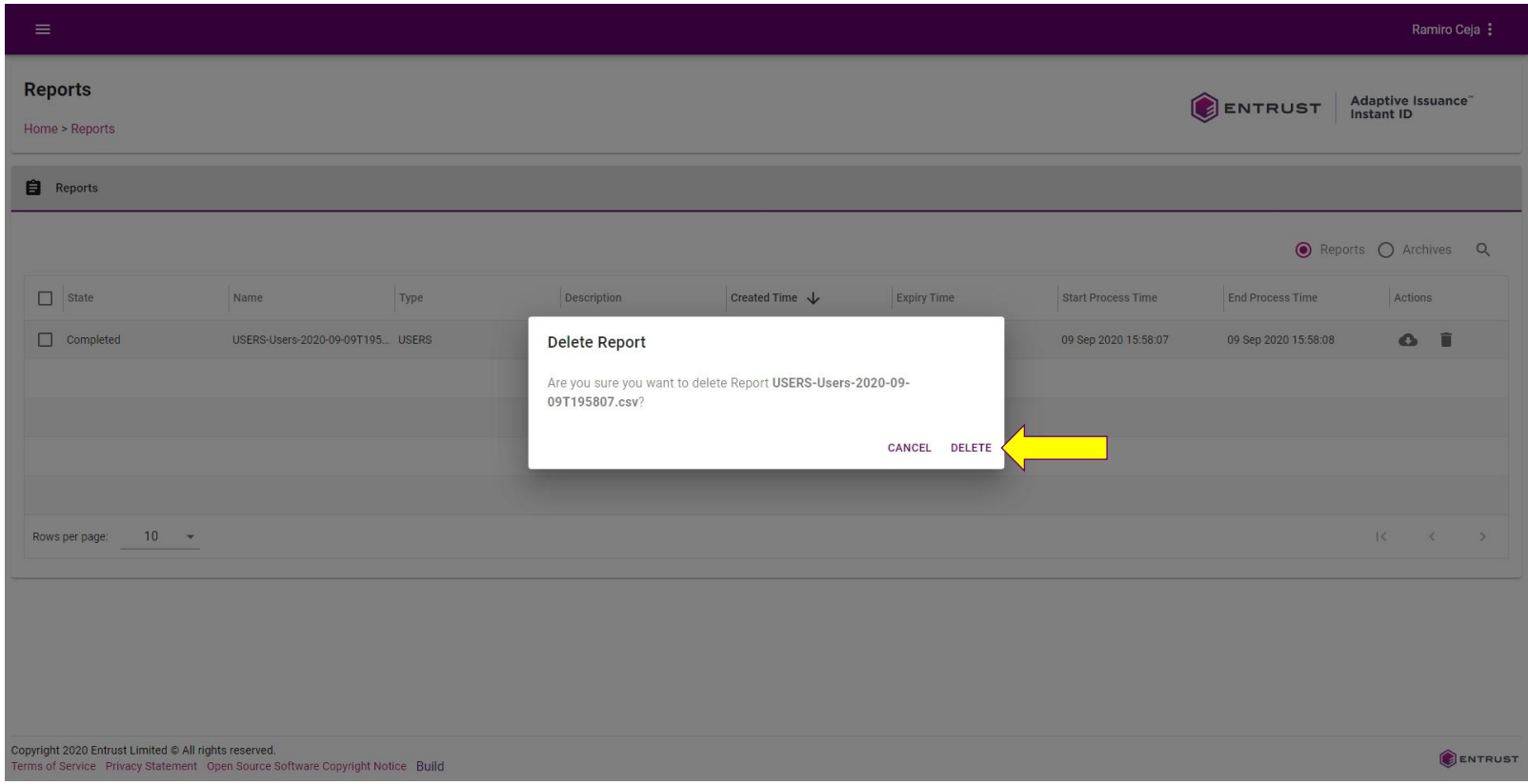
Export Users

If are you are sure that you want to delete the report, click on **DELETE**.



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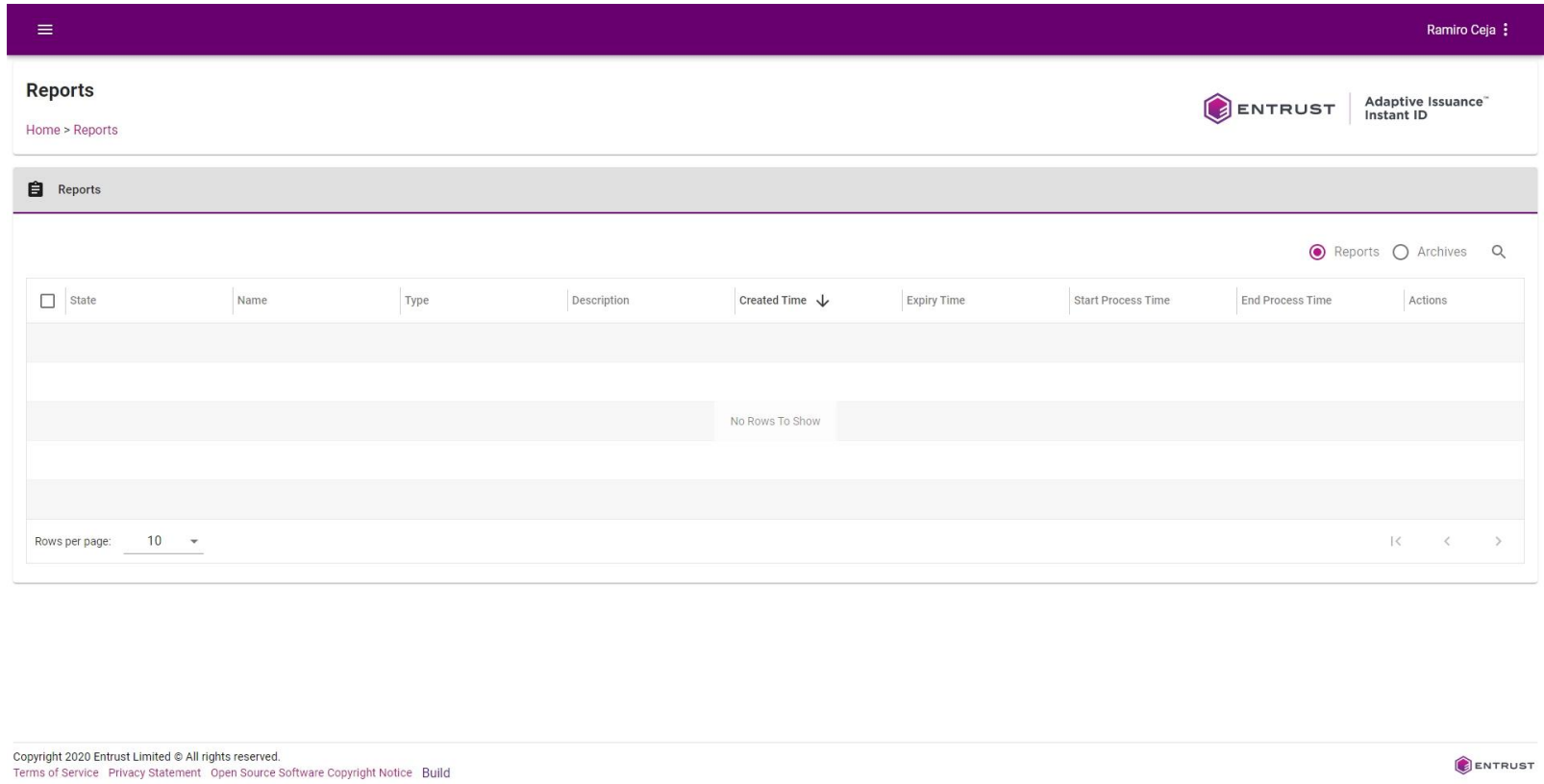
Export Users

The report is deleted and no longer appears in the **Reports** page.



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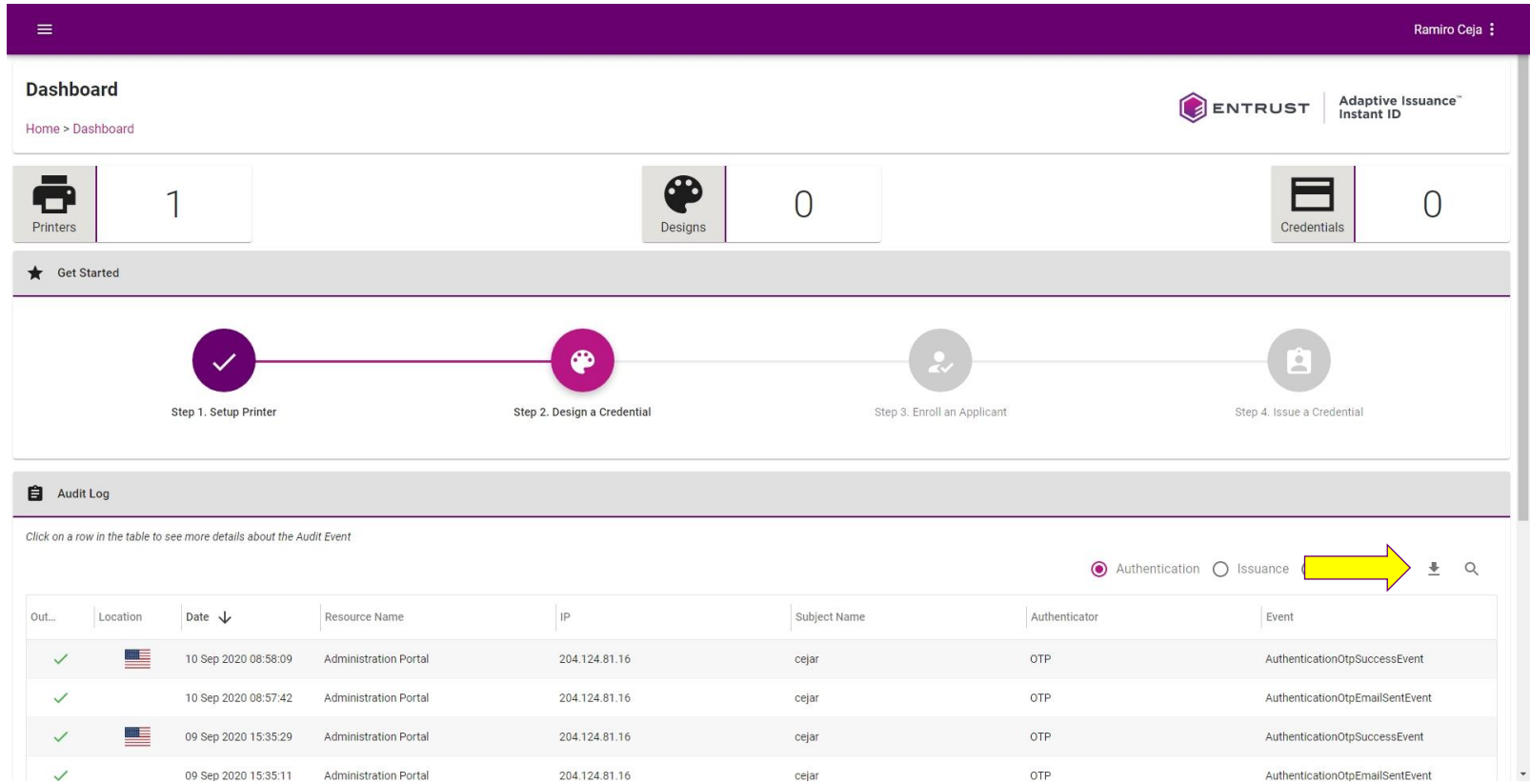
Export Audit Log

From the **Dashboard** page in the Audit Log area click on the **Export** icon to export the Audit Log.



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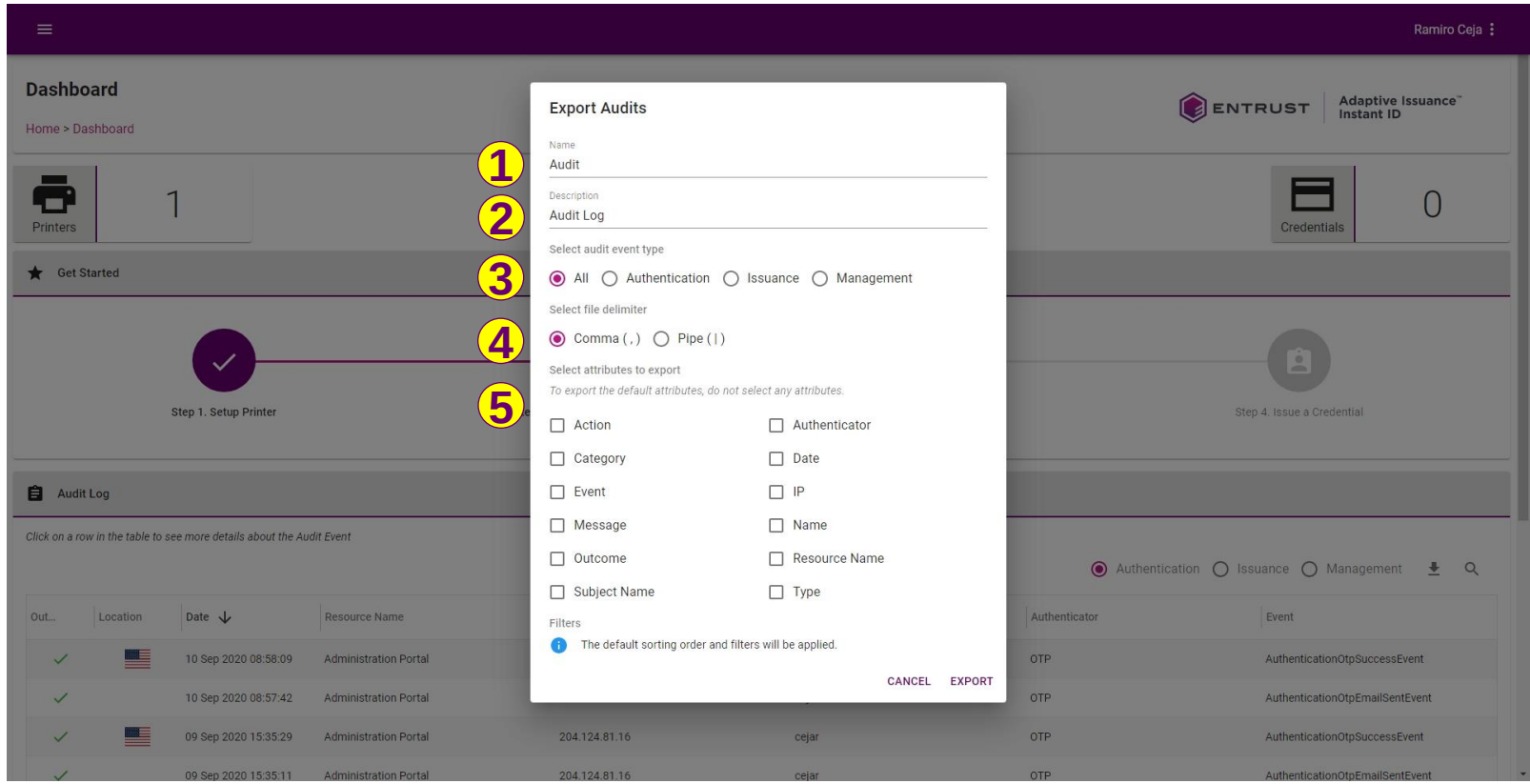
Export Audit Log

1. Enter a **Name**.
2. Enter a **Description**.
3. Select audit event type.
4. Select file delimiter, Comma (,) or Pipe (|).
5. Select attributes to export.



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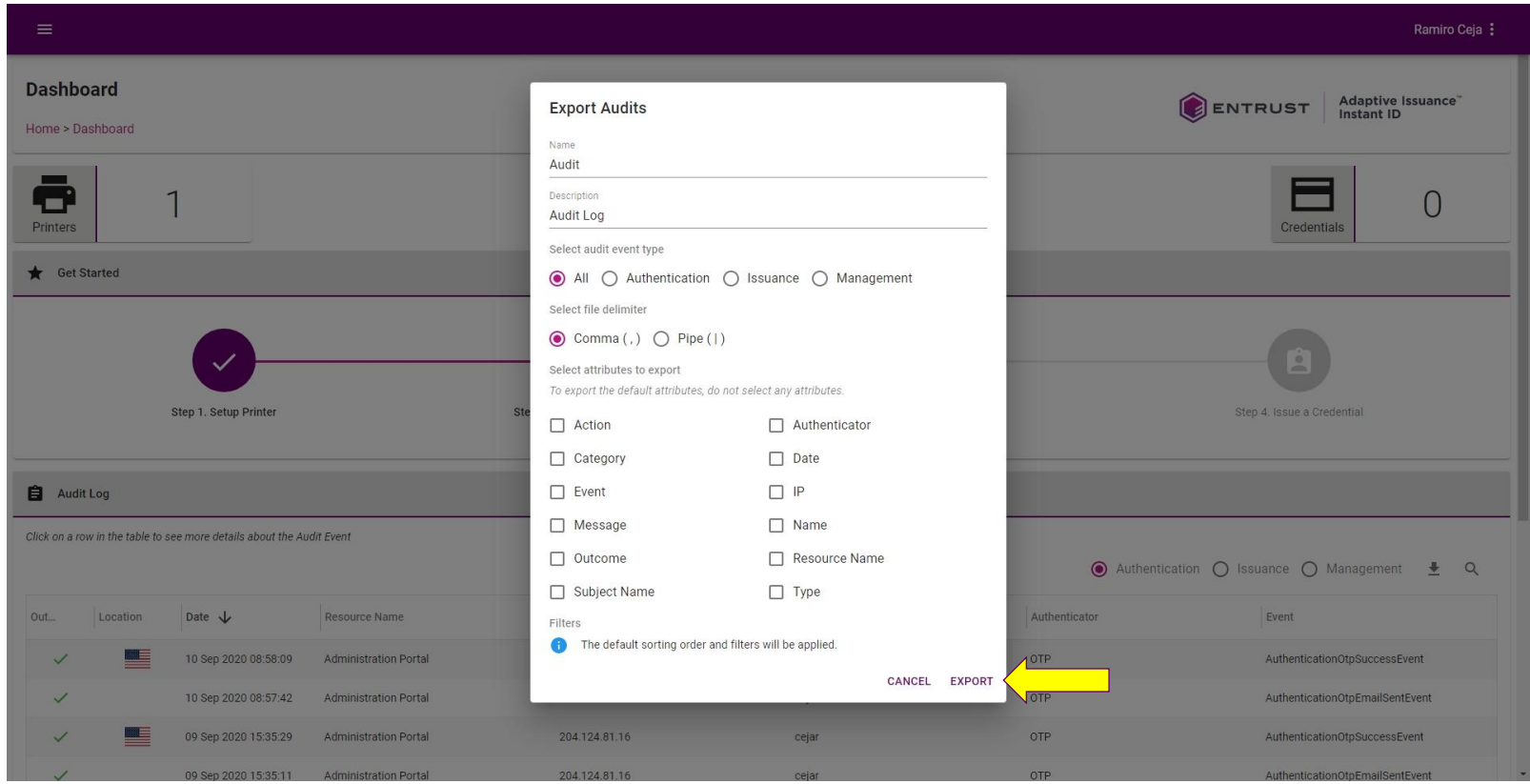
Export Audit Log

Click on **EXPORT.**



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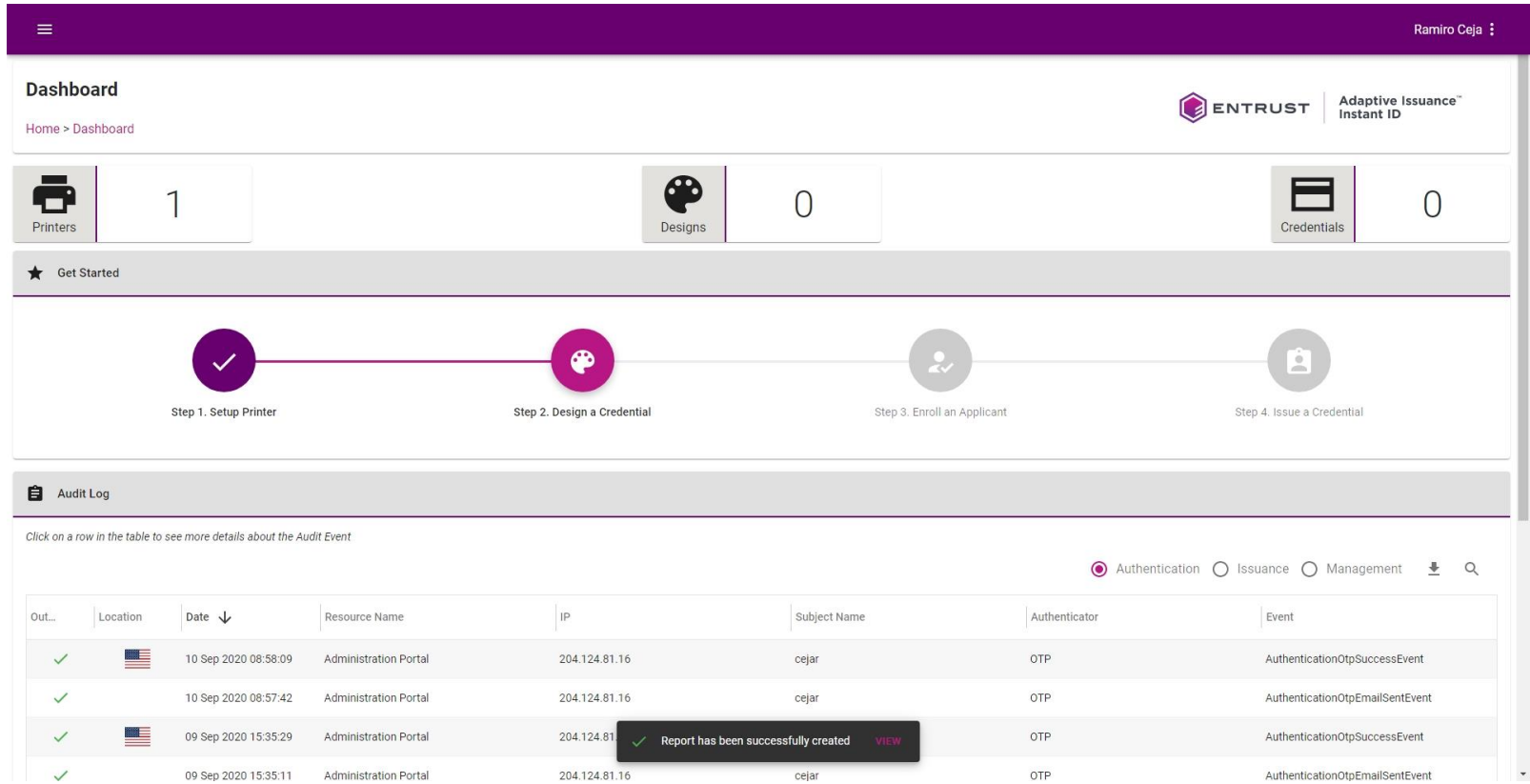
Export Audit Log

The Audit Report has been successfully created.



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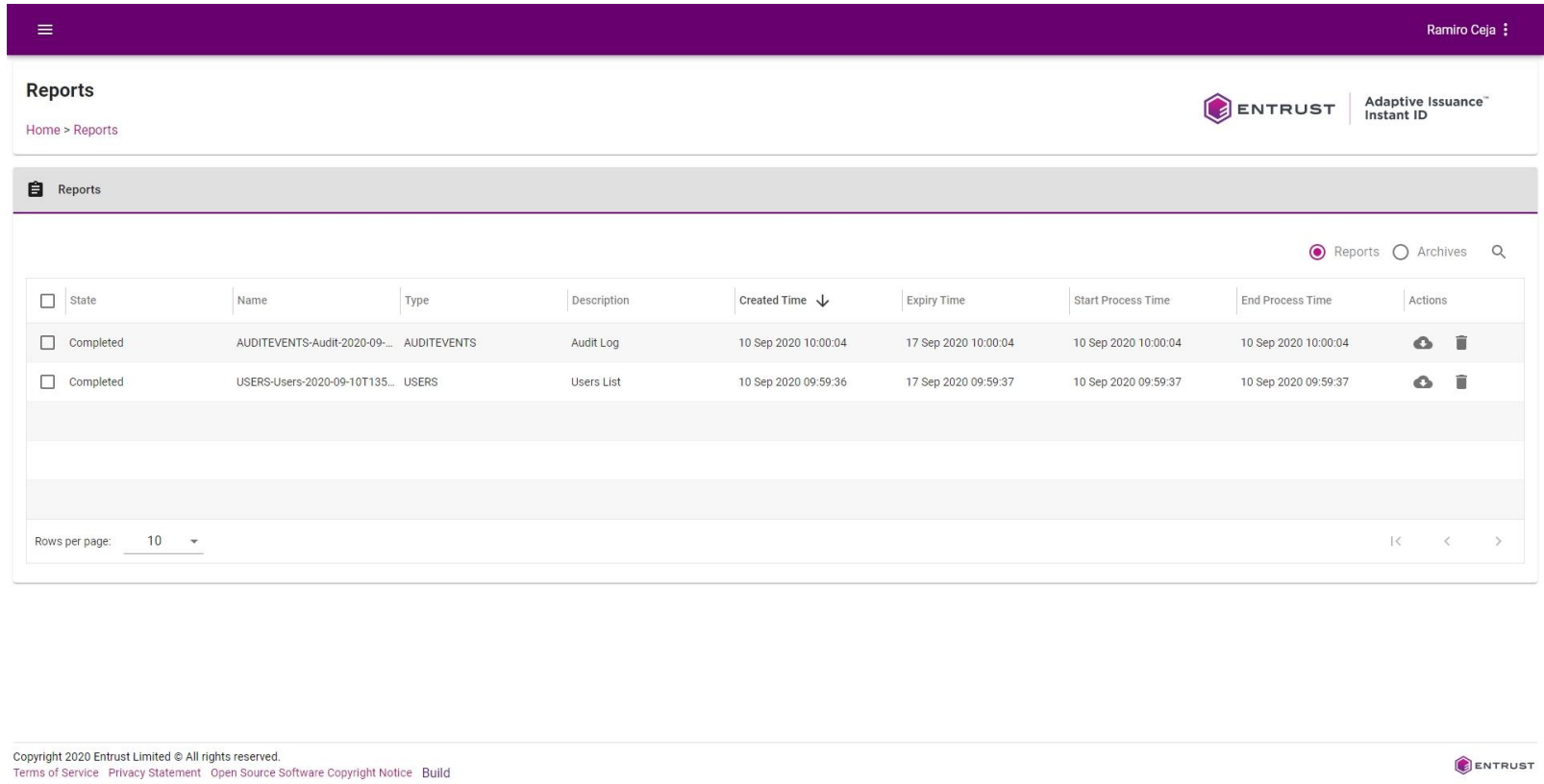
Export Audit Log

The report is exported to the **Reports** page.



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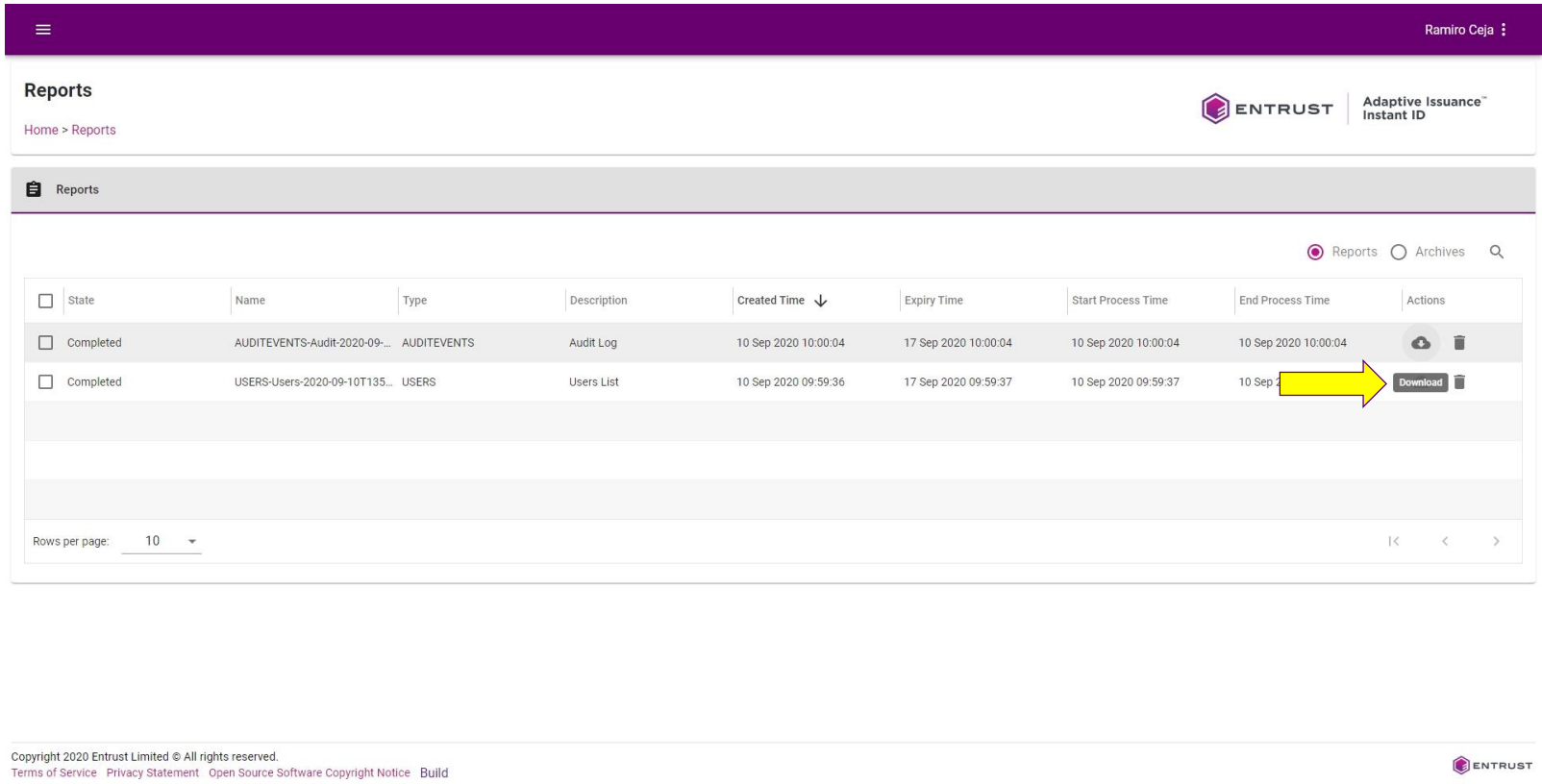
Download a Report

To download a report, click on the **Download** icon.



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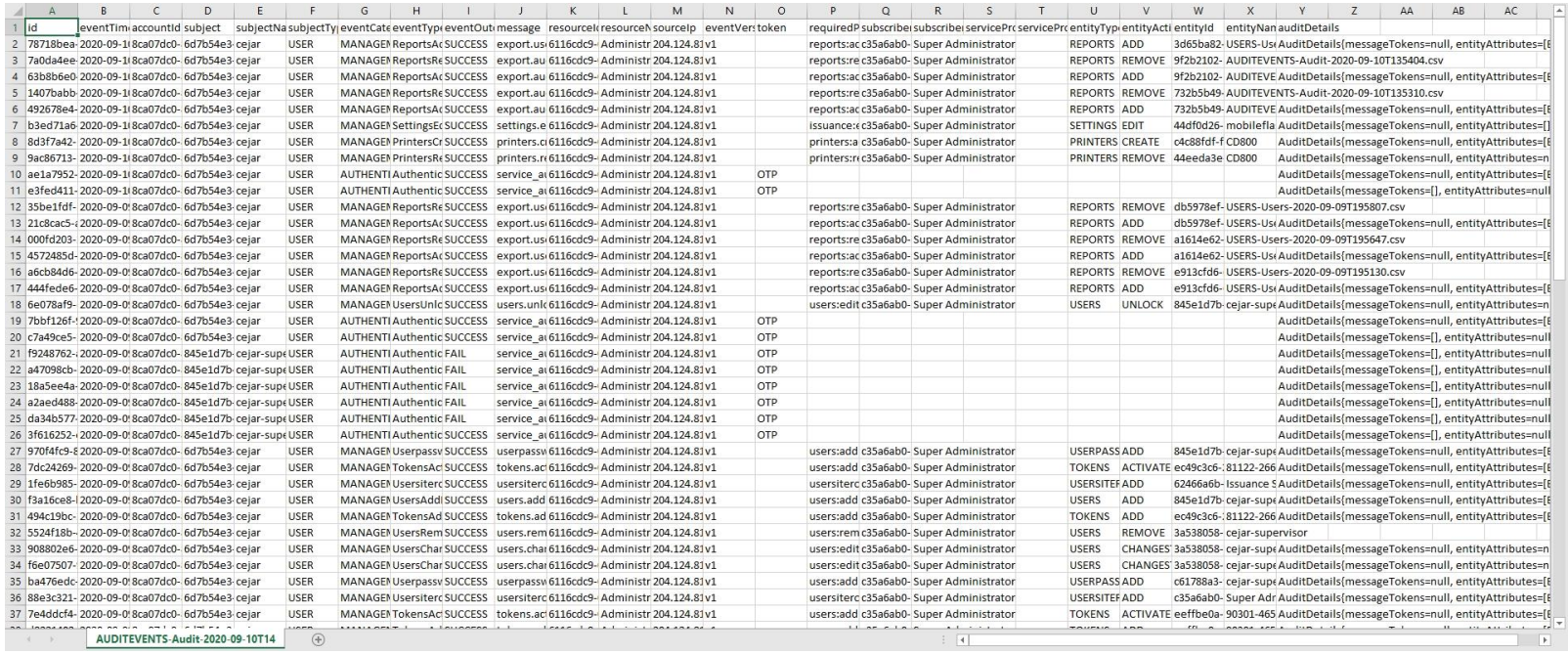
Download a Report

The report is downloaded as a .csv file.



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78718bea-	2020-09-1	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	ReportsAc	SUCCESS	export.us	6116cdc9-	Administr	204.124.81	v1		reports:ac	c35a6ab0-	Super Administrator			REPORTS	ADD	3d65ba82-	USERS-Use	AuditDetails{messageTokens=null, entityAttributes=[E
7a0da4ee-	2020-09-1	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	ReportsRe	SUCCESS	export.au	6116cdc9-	Administr	204.124.81	v1		reports:re	c35a6ab0-	Super Administrator			REPORTS	REMOVE	9f2b2102-	AUDITEVENTS-Audit-2020-09-10T135404.csv	
63b8b6e0-	2020-09-1	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	ReportsAc	SUCCESS	export.au	6116cdc9-	Administr	204.124.81	v1		reports:ac	c35a6ab0-	Super Administrator			REPORTS	ADD	9f2b2102-	AUDITEVE	AuditDetails{messageTokens=null, entityAttributes=[E
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492678e4-	2020-09-1	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	ReportsAc	SUCCESS	export.au	6116cdc9-	Administr	204.124.81	v1		reports:ac	c35a6ab0-	Super Administrator			REPORTS	ADD	732b5b49-	AUDITEVE	AuditDetails{messageTokens=null, entityAttributes=[E
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8d3f7a42-	2020-09-1	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	PrintersCr	SUCCESS	printers.c	6116cdc9-	Administr	204.124.81	v1		printers:a	c35a6ab0-	Super Administrator			PRINTERS	CREATE	c4c88fdf-f	CD800	AuditDetails{messageTokens=null, entityAttributes=[E
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ae1a7952-	2020-09-1	8ca07dc0-	6d7b54e3-	cejar	USER	AUTHENTI	Authentic	SUCCESS	service_a	6116cdc9-	Administr	204.124.81	v1	OTP										AuditDetails{messageTokens=null, entityAttributes=[E
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35be1fdf-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	ReportsRe	SUCCESS	export.us	6116cdc9-	Administr	204.124.81	v1		reports:re	c35a6ab0-	Super Administrator			REPORTS	REMOVE	db5978ef-	USERS-Users-2020-09-09T195807.csv	
21c8cac5-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	ReportsAc	SUCCESS	export.us	6116cdc9-	Administr	204.124.81	v1		reports:ac	c35a6ab0-	Super Administrator			REPORTS	ADD	db5978ef-	USERS-Use	AuditDetails{messageTokens=null, entityAttributes=[E
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3f616252-4	2020-09-0	8ca07dc0-	845e1d7b-	cejar-supe	USER	AUTHENTI	Authentic	SUCCESS	service_a	6116cdc9-	Administr	204.124.81	v1	OTP										AuditDetails{messageTokens=[], entityAttributes=null
970f4fc9-8	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	Userpassv	SUCCESS	userpassv	6116cdc9-	Administr	204.124.81	v1		users:add	c35a6ab0-	Super Administrator			USERPASS	ADD	845e1d7b-	cejar-supe	AuditDetails{messageTokens=null, entityAttributes=[E
7dc24269-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	TokensAc	SUCCESS	tokens.ac	6116cdc9-	Administr	204.124.81	v1		users:add	c35a6ab0-	Super Administrator			TOKENS	ACTIVATE	ec49c3c6-	81122-266	AuditDetails{messageTokens=null, entityAttributes=[E
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f3a16ce8-8	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	UsersAddI	SUCCESS	users.add	6116cdc9-	Administr	204.124.81	v1		users:add	c35a6ab0-	Super Administrator			USERS	ADD	845e1d7b-	cejar-supe	AuditDetails{messageTokens=null, entityAttributes=[E
494c19bc-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	TokensAd	SUCCESS	tokens.ad	6116cdc9-	Administr	204.124.81	v1		users:add	c35a6ab0-	Super Administrator			TOKENS	ADD	ec49c3c6-	81122-266	AuditDetails{messageTokens=null, entityAttributes=[E
5524f18b-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	UsersRem	SUCCESS	users.rem	6116cdc9-	Administr	204.124.81	v1		users:rem	c35a6ab0-	Super Administrator			USERS	REMOVE	3a538058-	cejar-supervisor	
908802e6-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	UsersChar	SUCCESS	users.cha	6116cdc9-	Administr	204.124.81	v1		users:edit	c35a6ab0-	Super Administrator			USERS	CHANGES	3a538058-	cejar-supe	AuditDetails{messageTokens=null, entityAttributes=n
f6e07507-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	UsersChar	SUCCESS	users.cha	6116cdc9-	Administr	204.124.81	v1		users:edit	c35a6ab0-	Super Administrator			USERS	CHANGES	3a538058-	cejar-supe	AuditDetails{messageTokens=null, entityAttributes=n
ba476edc-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	Userpassv	SUCCESS	userpassv	6116cdc9-	Administr	204.124.81	v1		users:add	c35a6ab0-	Super Administrator			USERPASS	ADD	c61788a3-	cejar-supe	AuditDetails{messageTokens=null, entityAttributes=[E
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7e4ddcf4-	2020-09-0	8ca07dc0-	6d7b54e3-	cejar	USER	MANAGEN	TokensAc	SUCCESS	tokens.ac	6116cdc9-	Administr	204.124.81	v1		users:add	c35a6ab0-	Super Administrator			TOKENS	ACTIVATE	eeffbe0a-	90301-465	AuditDetails{messageTokens=null, entityAttributes=[E

AUDITEVENTS-Audit-2020-09-10T14

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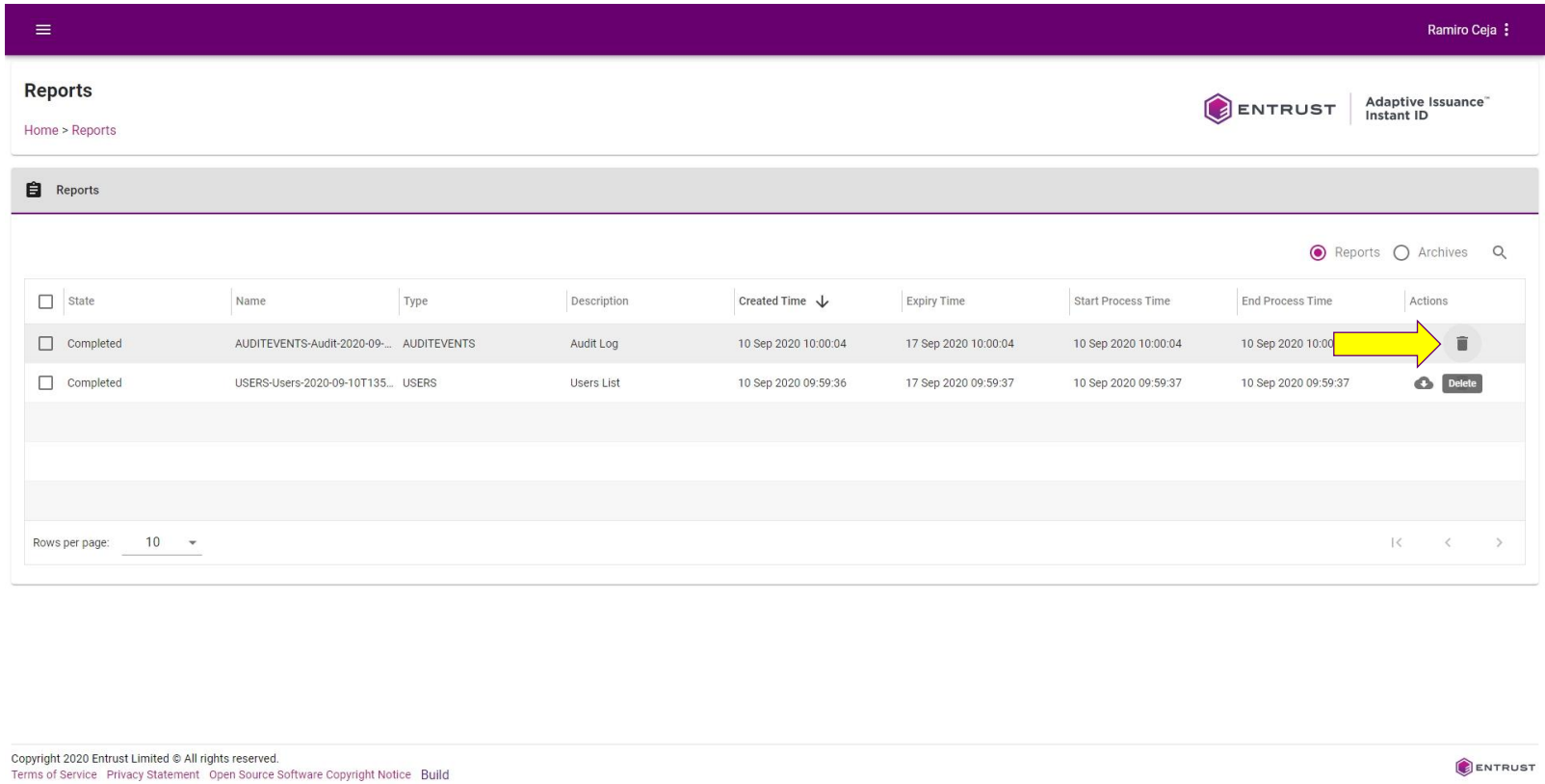
Delete a Report

To delete a report, click on the **Delete** icon.



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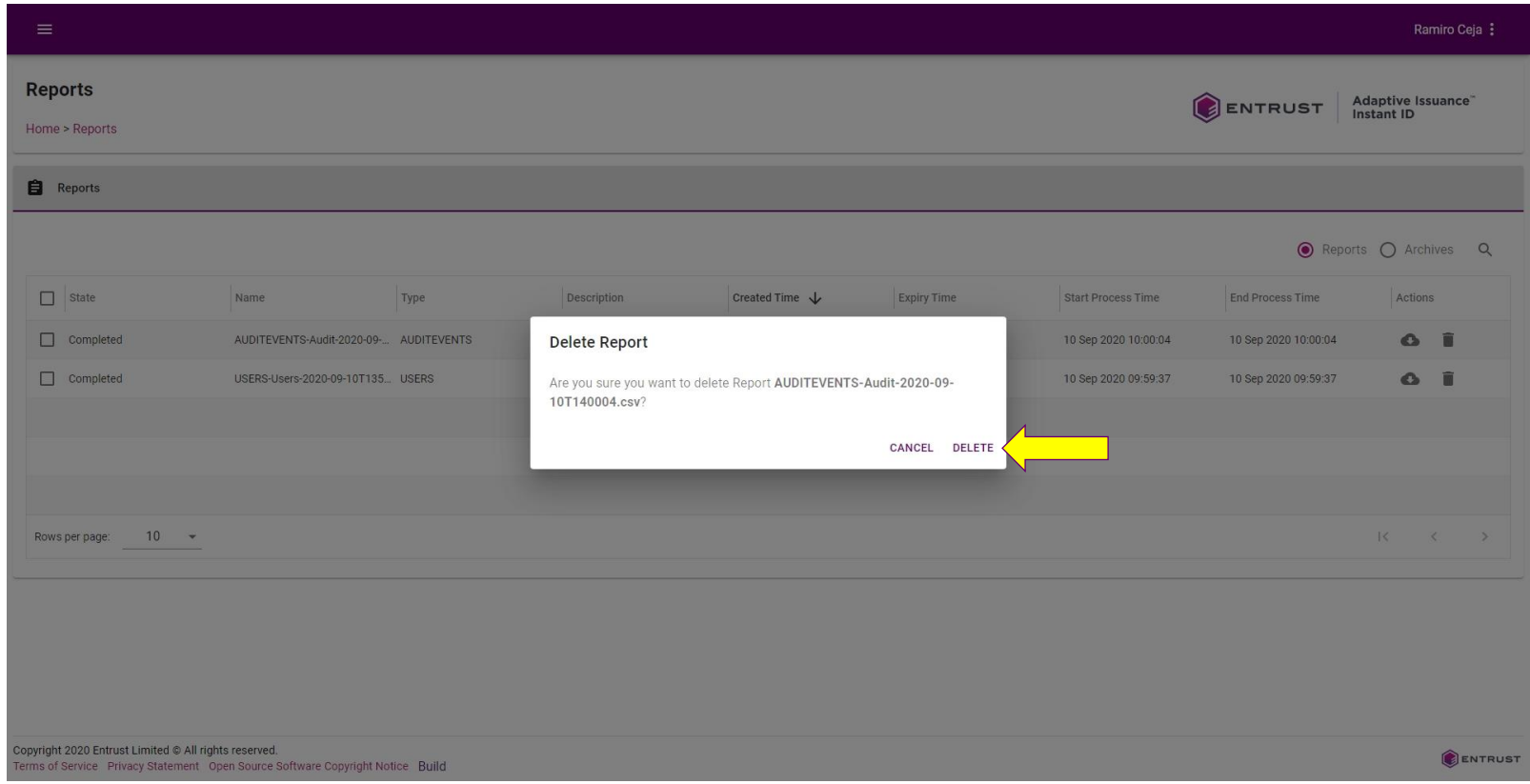
Delete a Report

If you are sure that you want to delete the selected report, click on **DELETE**.



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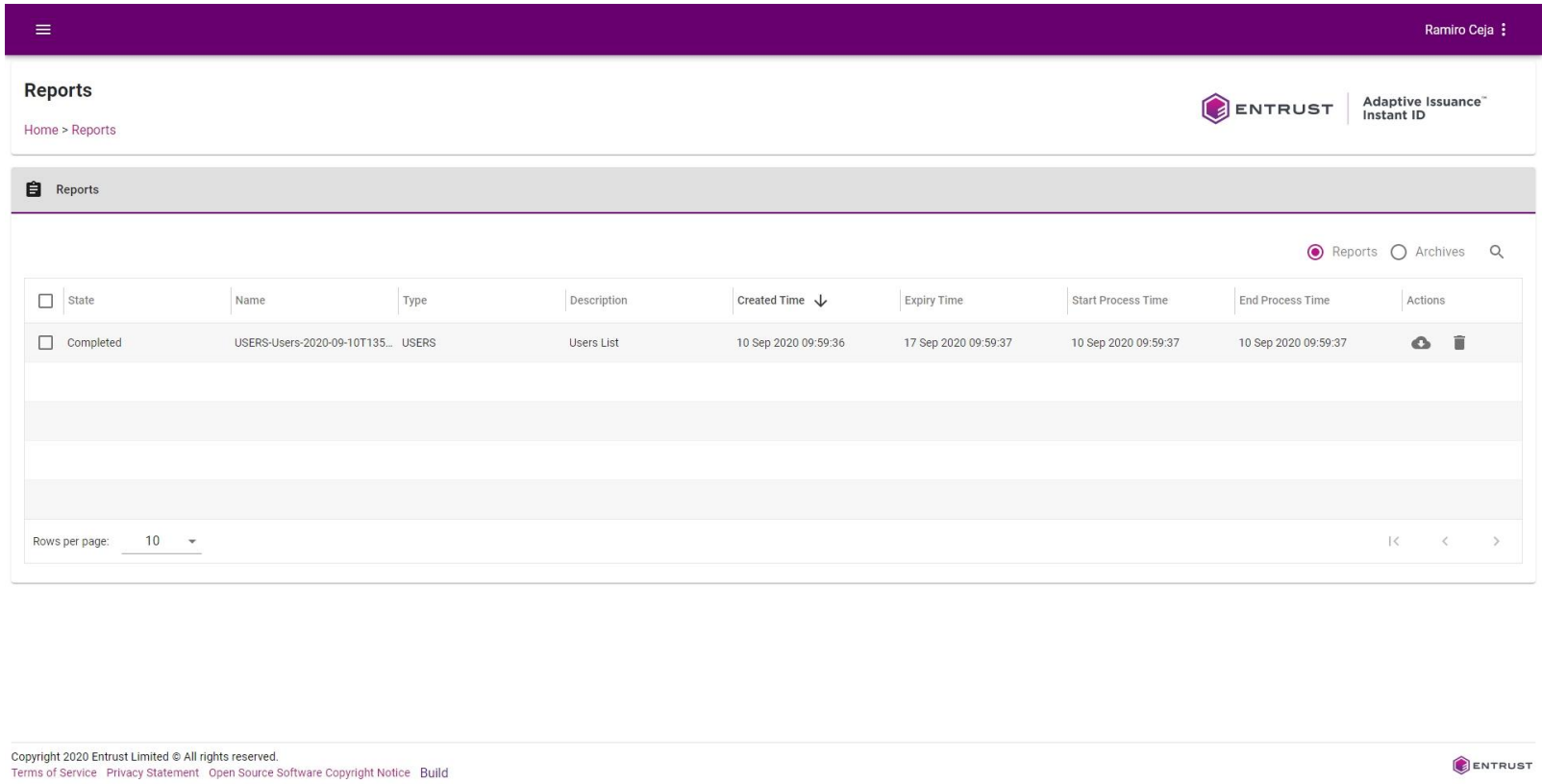
Delete a Report

- The deleted report no longer appears in the **Reports** page.



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