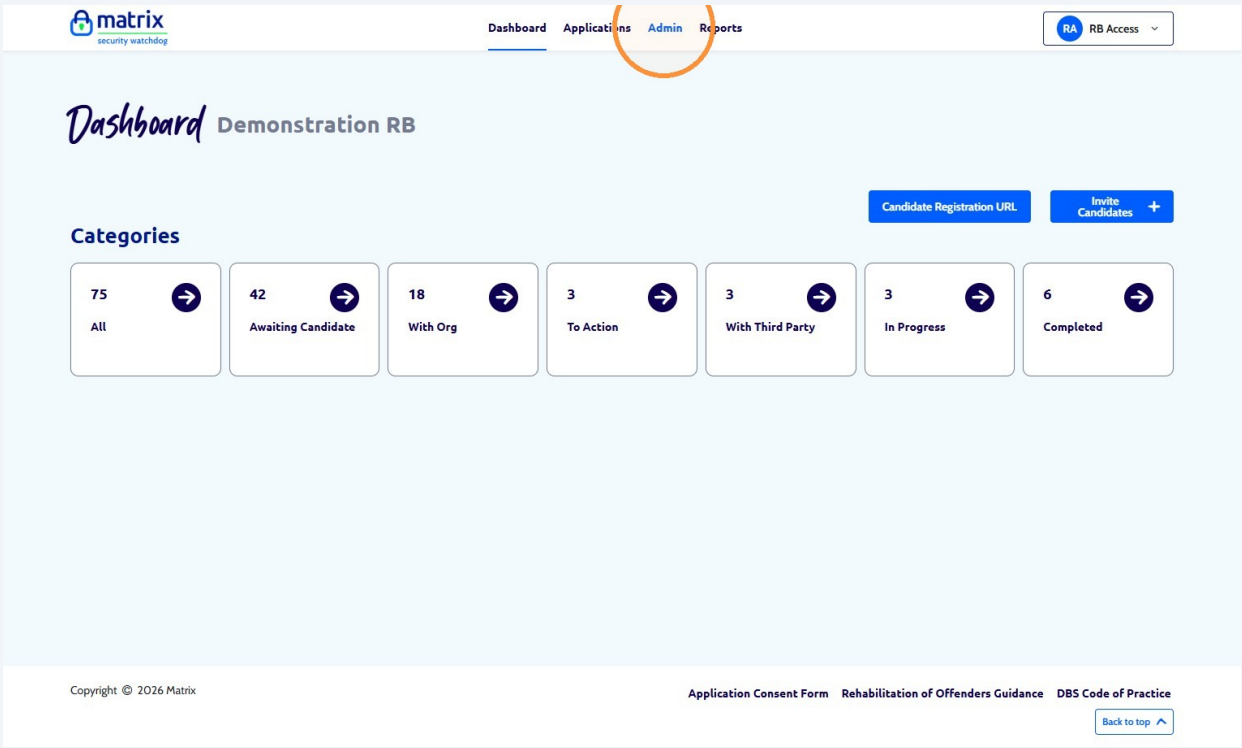
How to View The Audit History of a User Account

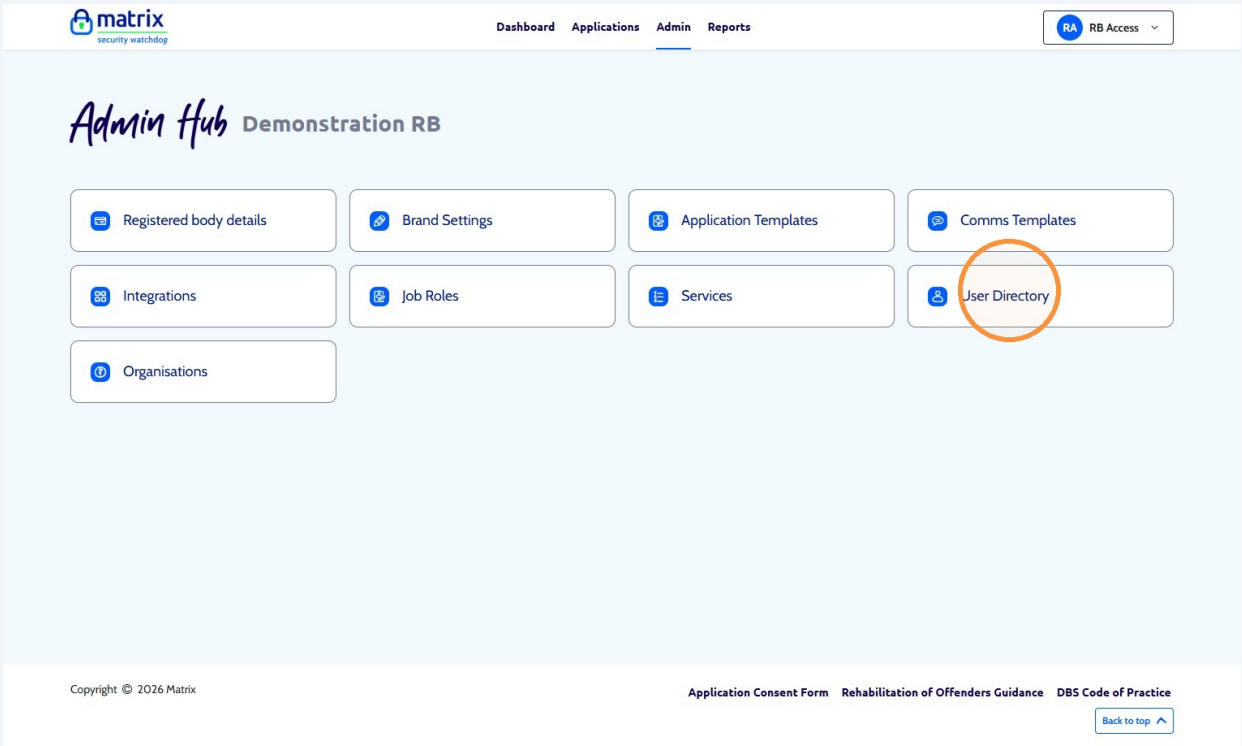
This guide demonstrates the steps to locate and review the historical activity log for a user account. Follow this process to quickly access specific event logs and track past administrative changes within the platform.

Admin Navigation

1 Click **Admin** in the toolbar

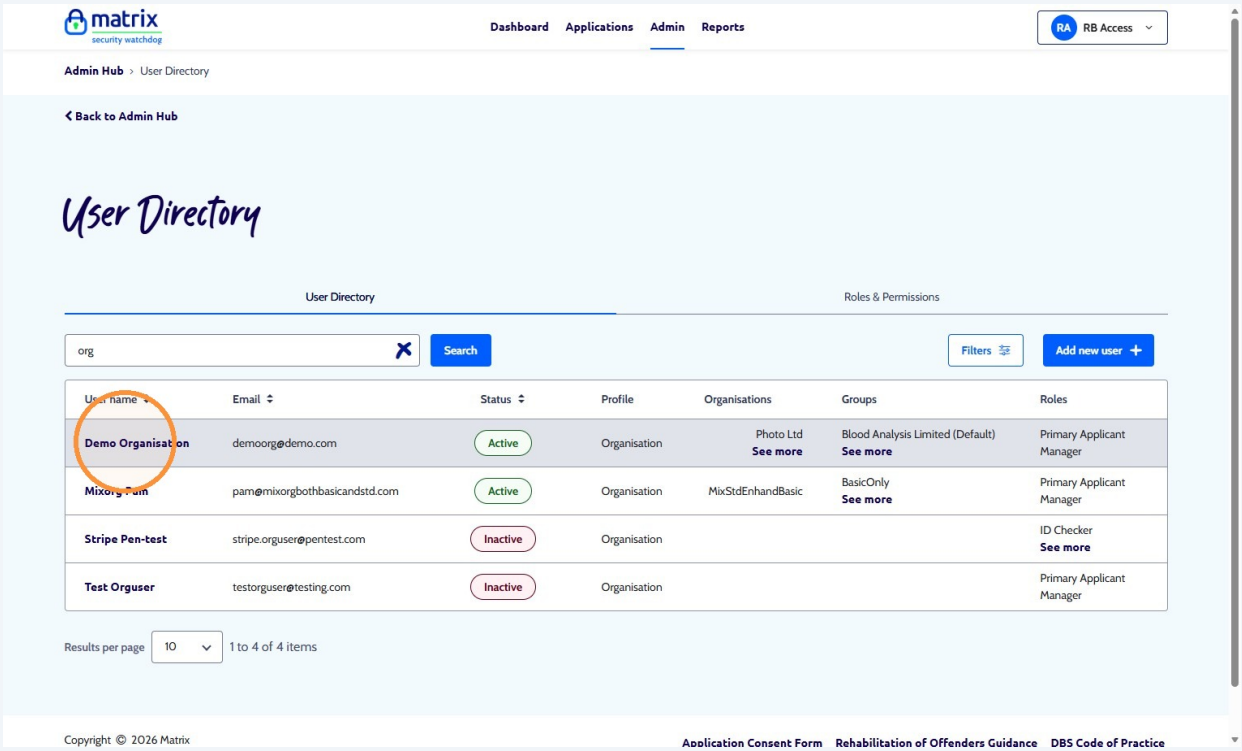


2 Navigate to **User Directory**



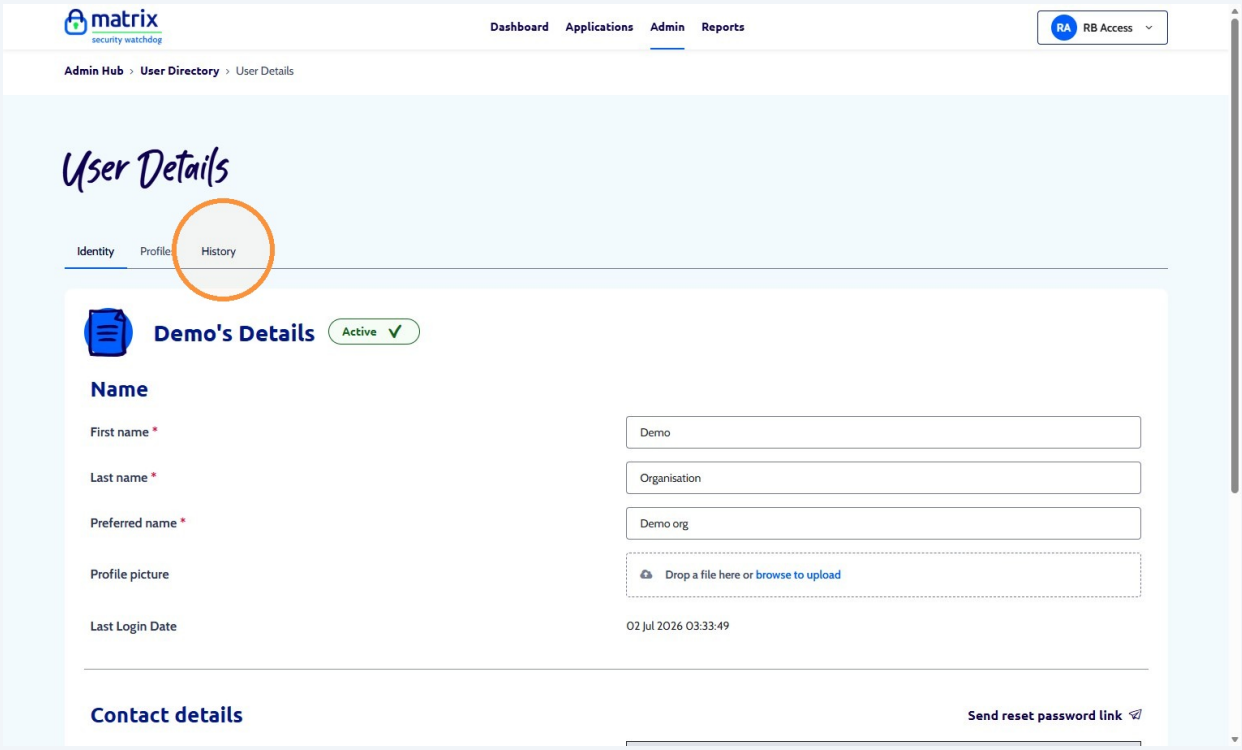
User Search

3 Select the user you wish to view



History Review

4 Click the 'History' tab within the user account



5 This will contain a list of all activities that have occurred on this user account.

Each activity will provide you with an action type, who carried out the action, the date and time it was carried out, and any additional information where necessary.

