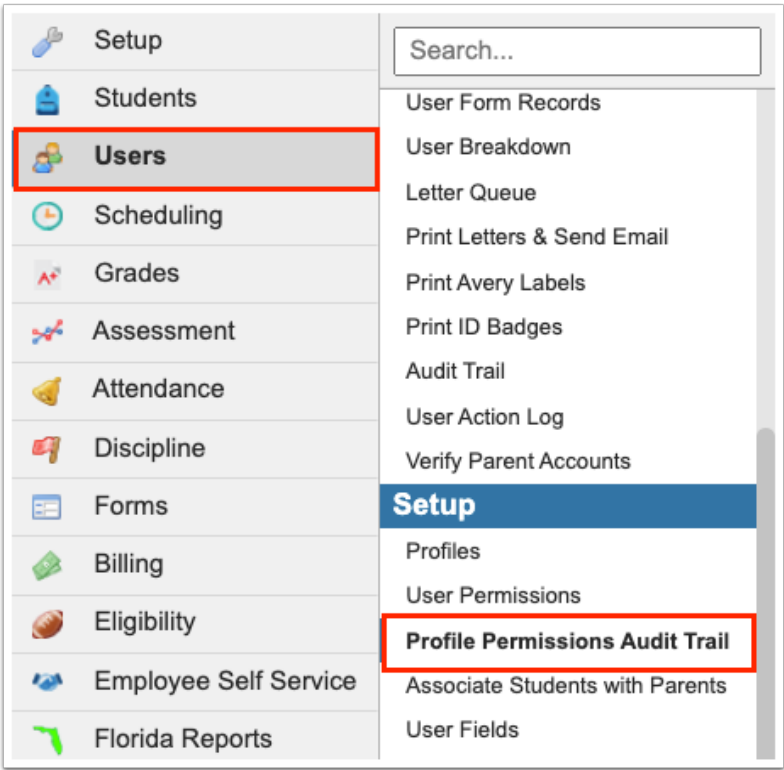# Profile Permissions Audit Trail

The Profile Permissions Audit Trail screen is a great tool that can be utilized to track profile permission changes made over a specific timeframe, by specific users, for indicated profiles, etc.

Profile Permissions Audit Trail

1. In the **Users** menu, click **Profile Permissions Audit Trail**.

2. Select the **Profile Changed** in question from the pull-down. Note: You can select multiple profiles from the pull-down. The Profile Changed filter is optional.

3. If you need data pertaining to a specific profile **Action**, such as Permission Added or Permission Removed, select one or both options from the provided pull-down. The Action filter is optional.

4. To pull data changes for specific profiles based on the **Editing User**, you can select the user(s) from the pull-down. The Editing User filter is optional.

5. For changes made over a specific timeframe, enter a **From Date** and a **To Date** in the provided text boxes. The From Date and To Date filters are optional.

💡 For all Profile Permissions data, leave all filters blank.

6. Click **Submit**.

Upon clicking Submit, a Profile Permissions tab displays with all resulting data. The report displays the Date and time the change was made, the Editing User who made the change, the Profile Changed, the Action performed, and the Permission Changed.

Additional Features

Use the **Filter** text box located at the top of the pull-down for a quick search. Begin typing the name of the desired field.

a. Select the **Exact** check box to pull results that match the text entered into the Filter text box exactly.

Click **Check all** ato quickly select all available options. Click **Clear** to clear all the selections.

To sift through the listed pages of data, click the **Prev** and **Next** buttons. You can also enter a number in the **Page** text box and press Enter to jump to a specific page.

To export data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

To print data, click on the **Printer** icon in the **Export** section.

Click **Filters** to further breakdown data.

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

> ℹ For more information see [Filters](#).

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.