How to download an organisation audit report

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to **the latest release notes** and to use the feedback mechanism for any discrepancies or requests for clarification.

Actions performed that effect the whole organisation, are tracked in the organisation audit. A report can be generated for a given time period to view all changes made to your Pascal environment.

Downloading an organisation audit report can only be done by users with an admin or owner role.

To download a report:

1 Click on your initials in the top right corner.

2 Select Settings besides your Pascal environment's name.

3 Navigate to the Profile page in the Organisation section.

4 In the Details card, click on the Download report button.

5 In the new dialog that opened, choose the time period you would like to download the organisation report for.

6 In the Choose content to include in the report select the information you would like to include in the report.

- **Overview – Information about the organisation the report is generated for. Including the organisation's name, address, country, phone number and technical contact.**
- **Audit – The audit of the chosen time period. With the action performed, when the action was performed and who performed the action.**

7 **The filename can be changed if preferred.**

8 **Download or email the report by selecting the Download or Email button.**