NEWZAPP
EMAIL MARKETING

How to...
AUDIT TRAIL

Delivering more than just software

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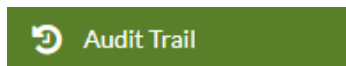
How to... Audit Trail

This guide takes you through your account's Audit Trail screen. To open this screen, click the second icon in from the right on the top green bar in your account (cog icon) and choose "Audit Trail".

What is the Audit Trail?

A log of key actions undertaken by every user of your account, listed in date/time descending order (most recent at the top).

Each action logs:

- Actioned (this is a date/time stamp in dd/mm/yyyy hh:mm:ss format)
- Username
- Section (the part of the system where the action took place)
- Action
- Item
- IP address

Filtering

You can search for specific actions using one or a combination of the three available filters. You can filter by section, user or date:

User

Click the dropdown and choose from a list of all the users associated with logged activity in your account. A user who hasn't logged in will not be listed here.

Section

Click the dropdown and choose from a list of all the sections in which activity has been logged in your account.

Date Range

Either enter dates in the dd/mm/yyyy format or click the date picker buttons to choose one or two dates to show actions between. You can pick days, months and years within the picker popups, clear the selected date or choose Today – the picker will highlight the current day by default.

1
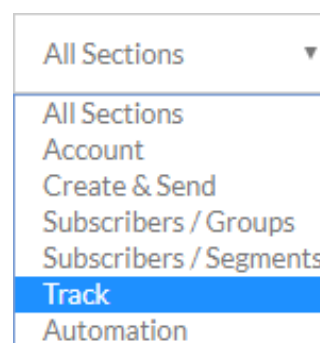
Date range: 02/04/2019 📅 to [ ] 📅 Clear dates

April 2019

‹						›
Mon	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

Today Clear Close

Exporting

You can export the entire record or a filtered part of it. Click the Export button once you are happy with your displayed results. Exported files will be in CSV (comma separated value) format.

⬇ Export

Refresh data

To load the latest data from your account, click the Refresh button. This also clears any applied filters.

🔄 Refresh

Historical Data

Just like any new feature, Audit Trail can only list actions from the time the data was recorded. Audit Trail was activated on April 2nd 2019.

Recorded Actions

Section	Action	Item
Account	Login	
Create & Send	Created Email	Email ID / Email name / Subject line
Create & Send	Opened Email	Email ID / Email name / Subject line
Create & Send	Saved Email	Email ID / Email name / Subject line
Create & Send	Deleted Email	Email ID / Email name / Subject line
Create & Send	Sent Email	Email ID / Email name / Subject line
Subscribers / Groups	Added Subscriber via manual entry	Subscriber email address
Subscribers / Groups	Edited Subscriber	Subscriber email address
Subscribers / Groups	Added Subscribers via file upload	Import file name into group name
Subscribers / Groups	Exported Subscribers	Exported CSV file name
Subscribers / Groups	Created Group	Group ID / Group name
Subscribers / Groups	Deleted Group	Group ID / Group name
Subscribers / Segments	Created Segment	Segment ID / Segment name
Subscribers / Segments	Edited Segment	Segment ID / Segment name
Subscribers / Segments	Deleted Segment	Segment ID / Segment name
Subscribers / Segments	Exported Segment	Exported CSV file name
Track	Deleted Report	Report name
Automation	Created Automation	Automation ID / Automation name
Automation	Deleted Automation	Automation ID / Automation name
Automation	Started Automation	Automation ID / Automation name
Automation	Paused Automation	Automation ID / Automation name

For more information on getting the most from your NewZapp account, visit our Knowledge Base or contact us on support@newzapp.com.