

Quick Reference Guide - Emergency Access Audit Logs – SAP Icertis

- [Step 1: Navigate to Reports](#)
- [Step 2: Select Required Fields](#)
- [Step 3: Export Logs](#)

Summary

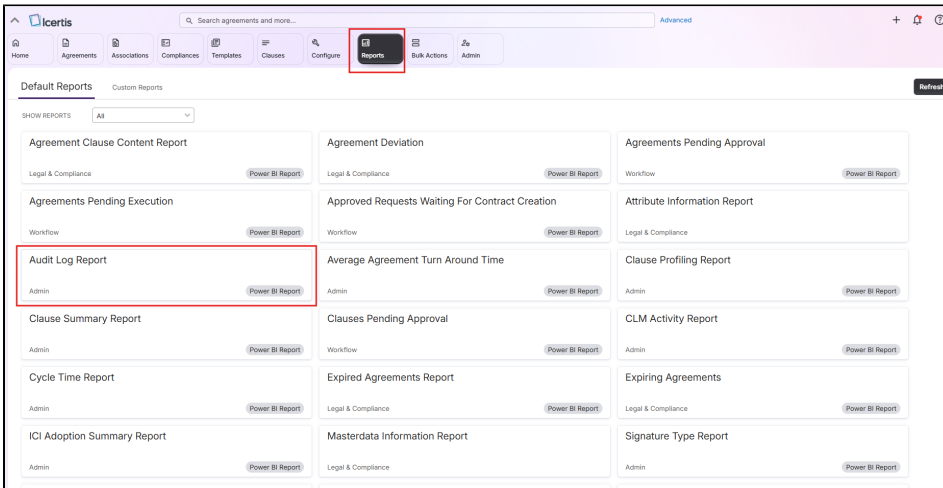
This guide outlines the process for **extracting audit logs from Icertis** application. Users with appropriate access can retrieve and export audit logs using reporting tools available within the system. Audit logs capture user activities such as login details, actions performed, and changes made during both regular and Emergency Access (PAM) usage. These logs can be filtered by user, date range, and activity type to support monitoring, compliance, and audit requirements. The Security team extracts audit logs on a periodic basis and shares them with the respective system owners for review and approval.

Pre-requisites (Roles Required)

- Access to **Reporting / Audit Log Reports** in Icertis
- Appropriate **Admin or Reporting permissions** to view and export logs
- Security Team access for periodic log extraction and review

Step 1: Navigate to Reports

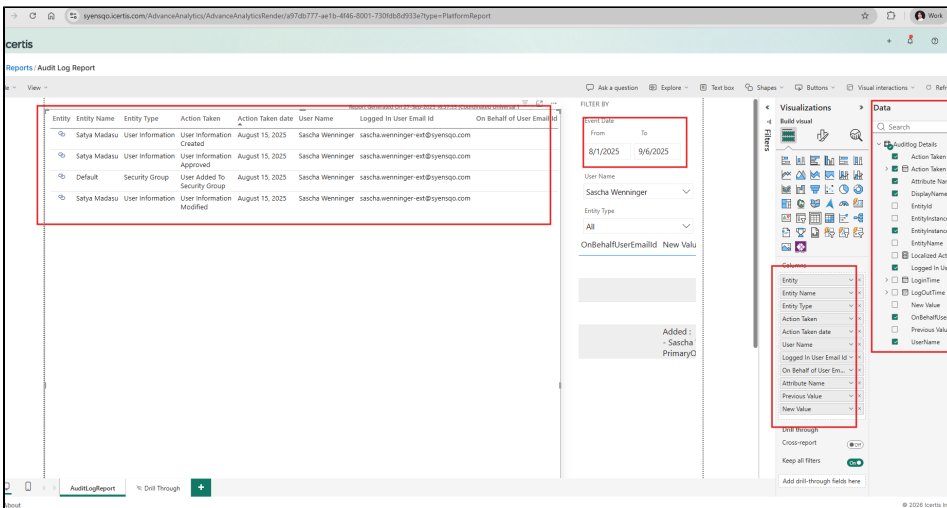
- Log in to Icertis (<https://syensqo.icertis.com/>)
- Go to **Reports**
- Select **Audit Log Report**



Step 2: Select Required Fields

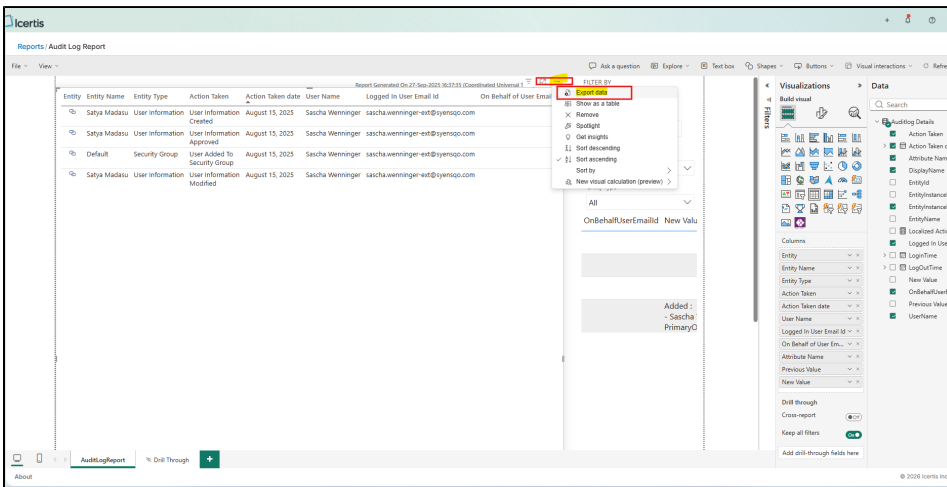
Add the following fields to the report:

- **Entity**
- **Entity Name**
- **Action Taken**
- **Action Taken Date**
- **User Name / Logged in User Email**
- **LoginTime**
- **Previous Value**
- **New value**
- **on behalf of user**



Step 3: Export Logs

- Export the report, validate the logs for completeness and readability, and share them with the system owner for review.



Entity	Entity Name	Entity Type	Action Taken	Action Taken date	User Name	Logged In User Email Id	On Behalf of User Email Id	Attribute Name	Previous Value	New Value
https://yensqo.icertis.com/UserInformation/Details?id=50866286-330f-4279-ab95-681f9361998	Satya Madasu	User Information	User Information Created	August 15, 2025	Sascha Wenninger	sascha.wenninger-ext@yensqo.com		UserInformationTeam		
https://yensqo.icertis.com/UserInformation/Details?id=50866286-330f-4279-ab95-681f9361998	Satya Madasu	User Information	User Information Approved	August 15, 2025	Sascha Wenninger	ext@yensqo.com				
https://yensqo.icertis.com/SecurityGroup/Details?id=8713562b02-4441-b445-14850a8e4c2	Default	Security Group	User Added To Security Group	August 15, 2025	Sascha Wenninger	ext@yensqo.com				
https://yensqo.icertis.com/UserInformation/Details?id=50866286-330f-4279-ab95-681f9361998	Satya Madasu	User Information	User Information Modified	August 15, 2025	Sascha Wenninger	ext@yensqo.com				Added - Sascha Wenninger...

Applied filters: UserName is Sascha Wenninger>Action Taken date is on or after August 1, 2025