



How to Review a Password Audit Report from Think Vault

Overview

This page will guide you through pulling audit reports for reviewing who, what and when access was given to a particular password.

Explanation

There are several reports that can be used to review access to passwords.

Prerequisites

- You must be a **Site Deluxe Administrator** to perform the following actions

How To

1. Login to the Think Vault web portal: <https://thinkvault.mypasswordapp.com>
2. On the left, click Reports
3. On the right, review the reports and click on the report you would like to generate
4. In the pop up, choose the parameters that are pertinent to your need for the report (each report will have different parameters), then click Run Report

Unchanged Passwords

Clients (All | None)

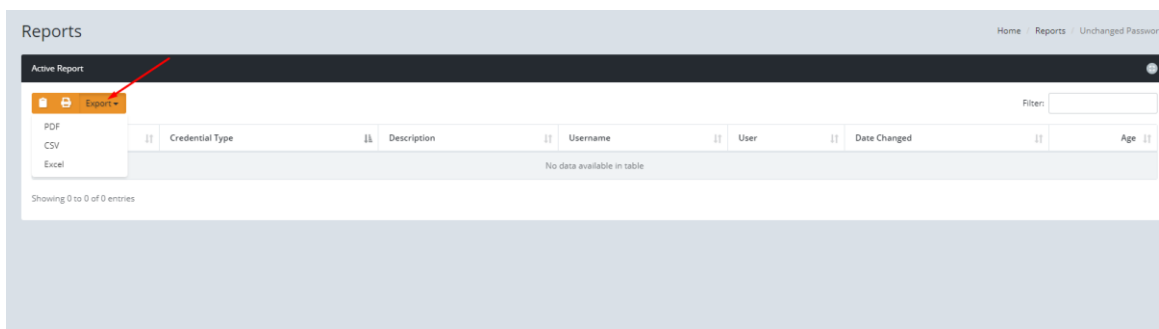
!Test

Unchanged Since

Select Date

Run Report Close

5. The screen will then refresh and show you any data found. If you would like to export the data click the Export Data button and then choose the format you would like to export it to.



The screenshot displays a web interface for 'Reports'. At the top right, there are navigation links for 'Home', 'Reports', and 'Unchanged Password'. Below this is a dark header bar labeled 'Active Report'. A red arrow points to an 'Export' button with a dropdown menu that is open, showing options for 'PDF', 'CSV', and 'Excel'. Below the export menu is a table with columns: 'Credential Type', 'Description', 'Username', 'User', 'Date Changed', and 'Age'. The table is currently empty, with the text 'No data available in table' centered below the column headers. At the bottom left of the table area, it says 'Showing 0 to 0 of 0 entries'.