

## Manage Users

 For supported software information, click [here](#).

The Users screen displays users and their roles. Two roles are available for service providers—Service Provider Administrator and Service Provider Operator—and two roles are available for enterprises—Enterprise Administrator and Enterprise Operator.

In Releases 10.2.1 and later, the Users screen contains the Active column to show which users are currently active.

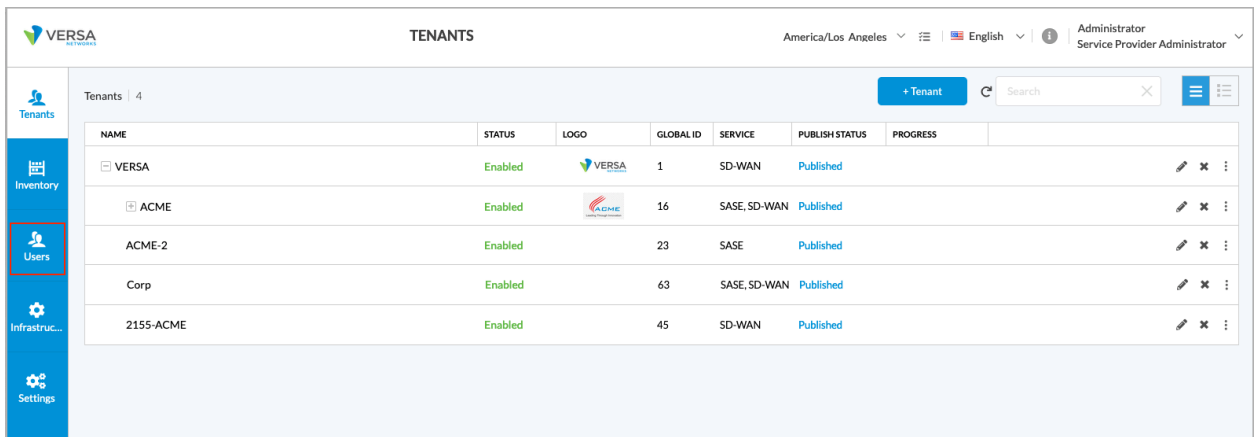
If a user has an account on an external server, such as an LDAP, a RADIUS, a TACACS+, or other server, the External User column displays Yes in the row for that user.

## Create a New User



You can create users at the top-level Service Provider tenant or at the Enterprise tenant level.

To create users:

1. If you are a Service Provider administrator and want to create a new top-level Service Provider user:
  - a. Log in as Service Provider administrator. The Tenants screen displays.



The screenshot shows the 'TENANTS' screen in the Versa management interface. The left navigation bar has 'Users' highlighted. The main table lists tenants with columns: NAME, STATUS, LOGO, GLOBAL ID, SERVICE, PUBLISH STATUS, and PROGRESS. The 'Users' icon in the left bar is highlighted with a red box.

NAME	STATUS	LOGO	GLOBAL ID	SERVICE	PUBLISH STATUS	PROGRESS
VERSA	Enabled		1	SD-WAN	Published	
ACME	Enabled		16	SASE, SD-WAN	Published	
ACME-2	Enabled		23	SASE	Published	
Corp	Enabled		63	SASE, SD-WAN	Published	
2155-ACME	Enabled		45	SD-WAN	Published	

- b. Click the Users lifecycle in the left navigation bar. The Users home screen displays all current users.

USERS

America/Los Angeles English Administrator Service Provider Administrator

Users: Local 3

+ User

STATUS	FIRST NAME	LAST NAME	USER NAME	ACTIVE	ROLE	EXTERNAL USER
Admin	Acme	admin.acme	Yes	Service Provider Administrator	No	
Jo	admin	jo.acme	Yes	Service Provider Administrator	No	
Ab	O	ao.acme	No	Service Provider Administrator	No	

Showing 1-3 of 3 entries 10 rows < Previous 1 Next >

- c. Click the + User button. The Create User screen displays.
  - d. Continue with [Step 5](#).
2. If you are a Service Provider administrator and want to create a new user for a child tenant:
- a. In the top-level Service Provider screen, click the Tenant lifecycle in the left navigation bar. The Tenants screen displays all current tenants.

TENANTS

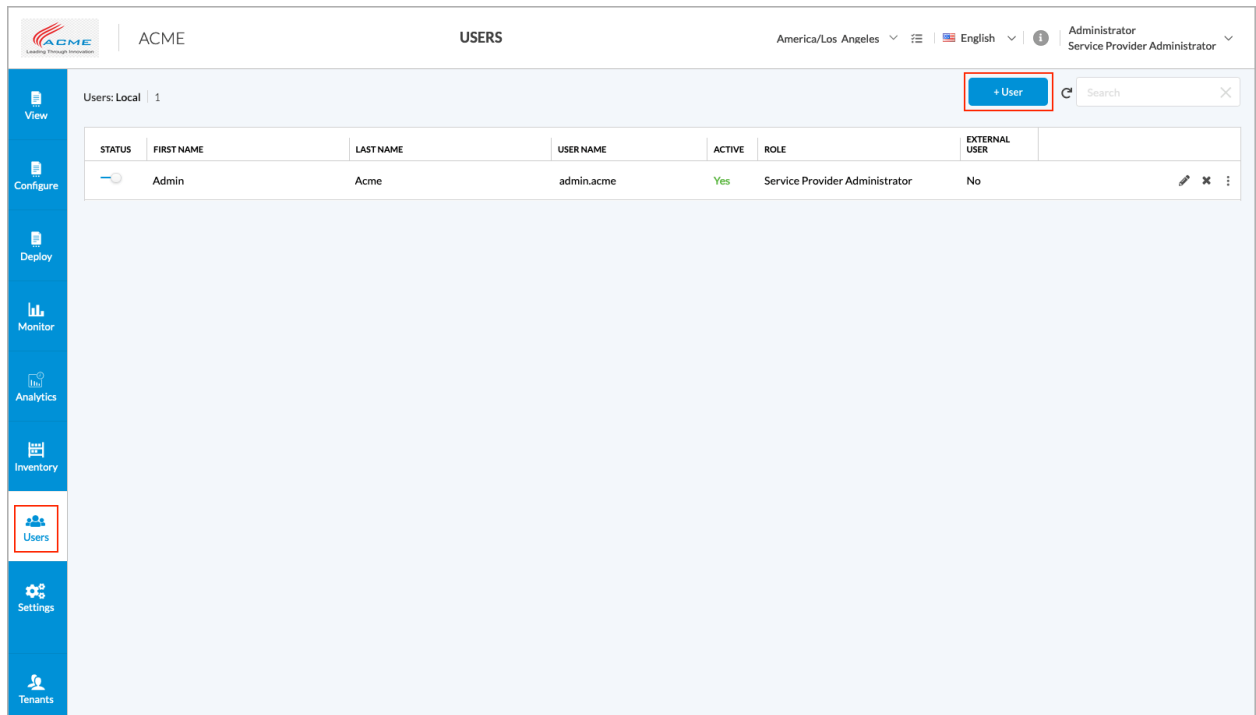
America/Los Angeles English Administrator Service Provider Administrator

Tenants 4

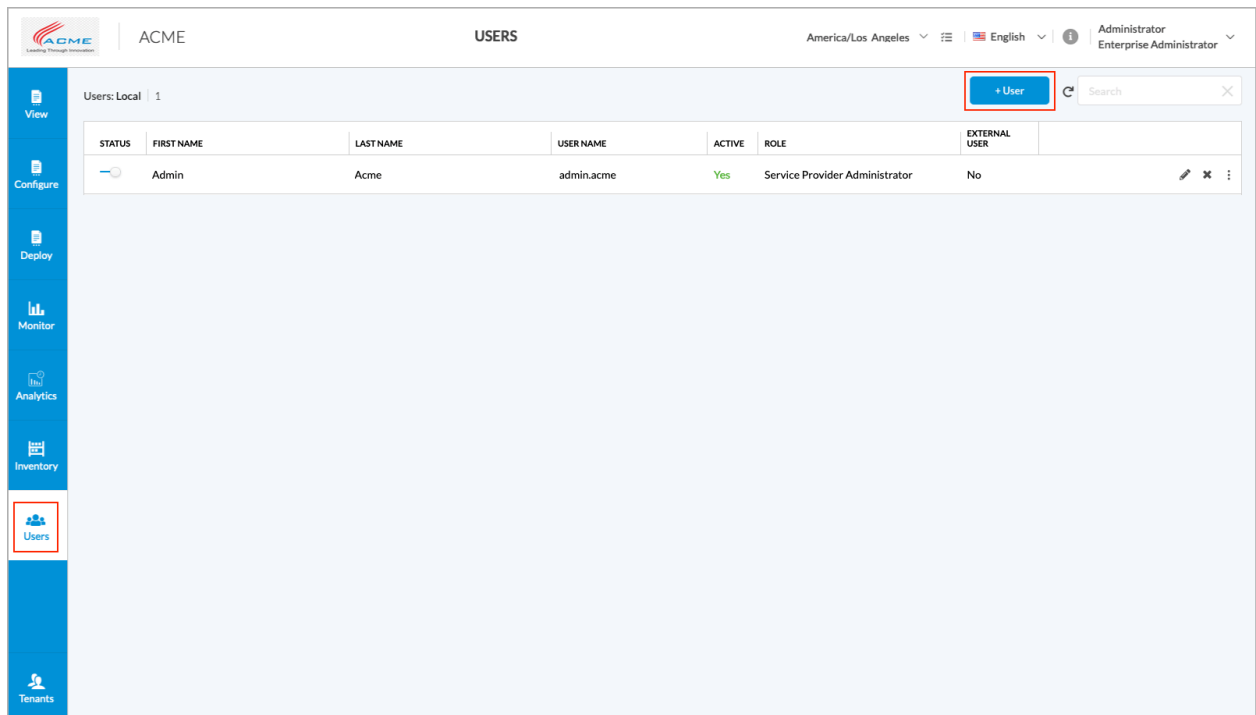
+ Tenant

NAME	STATUS	LOGO	GLOBAL ID	SERVICE	PUBLISH STATUS	PROGRESS
VERSA	Enabled	VERSA	1	SD-WAN	Published	
ACME	Enabled	ACME	16	SASE, SD-WAN	Published	
ACME-2	Enabled		23	SASE	Published	
Corp	Enabled		63	SASE, SD-WAN	Published	
2155-ACME	Enabled		45	SD-WAN	Published	

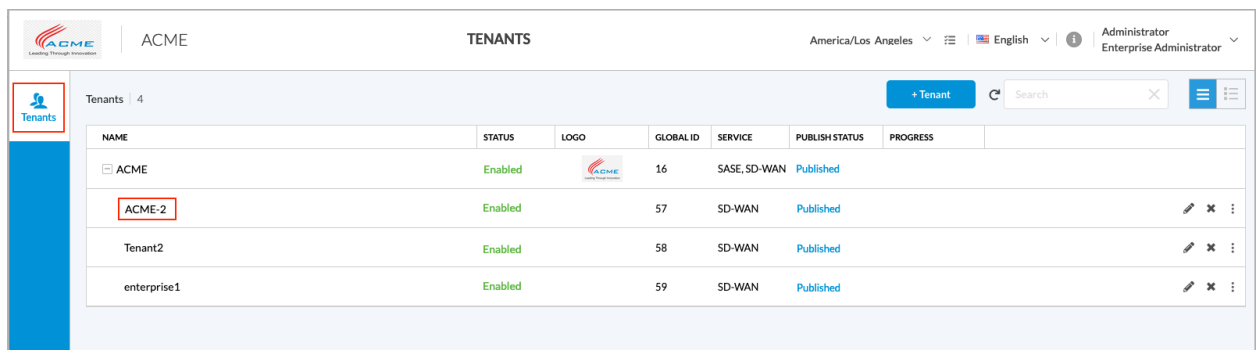
- b. Click the name of the tenant to which you want to add a new user or users (ACME in the above example). The landing page for the tenant displays. Note that the landing page for each tenant is configured when the tenant is created, so it may differ from tenant to tenant.
- c. Select the Users lifecycle in the left navigation bar. The Users screen for the tenant displays all currently configured users.



- d. Click the +User button. The Create User screen displays.
  - e. Continue with [Step 5](#).
3. If you are an Enterprise administrator and want to create a new Enterprise user:
    - a. Log in as Enterprise Administrator. The landing page for the tenant displays. Note that the landing page for each tenant is configured when the tenant is created, so it may differ from tenant to tenant.
    - b. Select the Users lifecycle in the left navigation bar. The Users screen for the tenant displays all currently configured users.



- c. Click the +User button. The Create User screen displays.
- d. Continue with [Step 5](#).
4. If you are an Enterprise administrator and want to create a new Enterprise user for a child tenant:
  - a. Log in as Enterprise Administrator. The landing page for the tenant displays. Note that the landing page for each tenant is configured when the tenant is created, so it may differ from tenant to tenant.
  - b. Select Tenant lifecycle in the left navigation panel. The Enterprise Tenants screen displays the tenant and its child tenants.



- c. Click the name of the tenant to which you want to add a new user or users.
- d. Select the Users lifecycle in the left navigation bar. The Users screen for the tenant displays all currently configured users.
- e. Click the +User button. The Create User screen displays.
- f. Continue with [Step 5](#).
5. In the User lifecycle screen, click + User. In the Create User screen, enter information for the following fields.

Create User

General

Settings

First Name

Last Name

Roles

Associate Role

None

Email

Phone

Two Factor Authentication

Account Credentials

External User

Username

Password

Confirm Password

Close

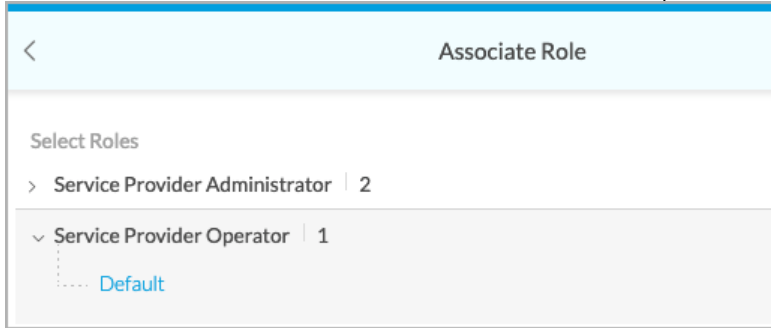
Next

[https://docs.versa-networks.com/Management\\_and\\_Orchestration/Versa\\_Concerto\\_Orchestrator/02\\_Common\\_Configuration/...](https://docs.versa-networks.com/Management_and_Orchestration/Versa_Concerto_Orchestrator/02_Common_Configuration/...)

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Field	Description
First name (Required)	Enter the user's first name.
Last name (Required)	Enter the user's last name. The slide bar to the right indicates that the user's status is enabled. Click the slide bar to disable the user's status.
Role (Required)	<p>Click Associate Role. The Associate Role screen displays. Choose a role for the new user, and then click Save. The example below shows that a default service provider operator role has been selected.</p> 
Email (Required)	Enter the user's email address.
Phone	Enter the user's phone number. This is required when you enable two-factor authorization.
Two-Factor Authentication	(For Releases 10.2.1 and later.) Click the slide bar so that it is blue to enable two-factor authentication.
Account Credentials (Group of Fields)	
◦ External User	Click if the user is an external user.
◦ Username (Required)	Enter the user's username.
◦ Password	Enter the user's password for an internal user. You cannot change the password for an external user.
◦ Confirm password	For internal users only, enter the user's password again.

6. Select the Settings tab, or click Next, and enter information for the following fields.

Create User

General

Settings

Idle Timeout (mins)

15

Landing Lifecycle

✓ View

✓ Monitor

✓ Deploy

✓ Configuration

Monitor Default Site View ?

✓ Honeycomb

✓ Map

✓ List

Cancel

Save

Field	Description
Idle Timeout	Enter how long, in minutes, the user can be idle before being logged out.
Landing Lifecycle	Choose the lifecycle screen to display when the user first accesses Concerto orchestrator.
Monitor Default Site View	Choose which view to display when the user first accesses Concerto orchestrator.

7. Click Save.

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## Configure User Settings







*For Releases 11.4.1 and later.*

You can configure settings for users in the User Settings screen, including settings for the password policy. The User Settings screen is available at the Service ;Provider level and is applicable to all users at the Service Provider and Enterprise levels.

To configure user settings:

1. In Service Provider view, click the Users lifecycle in the left navigation panel, and then select User Settings.



 Tenants	Active Users
	Users   28
 Inventory	User Settings
	> Roles   10
 Users	External Role Mapping   9
	Audit Log
 Infrastruc...	
 Subscripti...	
 Settings	

2. In the User Settings screen, enter information for the following fields.

Tenants

Inventory

Users

Infrastruc...

Subscripti...

Settings

Users > User Settings

User Settings

Below are the User Settings

Maximum Number of Login Attempts Allowed Before Account is Locked

11

Default Time for Locked Account to Unlock (secs)

900

Number of Days of Inactivity Before Account is Deactivated

90

Number of Days Before Account Expires

180

Time Interval Before User Can Reset Password Again (secs)

900

Concurrent Login Policy

--Select--

Minimum Password Length

22

☒ Require User to Reset Password on First Login

☒ Require at Least One Uppercase Letter in Password

☒ Require at Least One Lowercase Letter in Password

☒ Require at Least One Number in Password

☒ Require at Least One Special Character in Password

☐ Prohibit Dictionary Words in Password

Submit

Setting	Description
Maximum Number of Login Attempts Allowed Before Account is Locked	Enter the number of user login attempts that are allowed before the user's account access is locked. Configuring a maximum number of login attempts protects against brute force login attacks.
Default Time for Locked Account to Unlock	Enter the default time before a locked account is unlocked, in seconds. If a user enters the wrong password too many times and is locked out, the user's account is unlocked after this amount of time has passed.
Number of Days of Inactivity Before Account is Deactivated	Enter the number of days that an account can be inactive before the account is deactivated.
Number of Days Before Account Expires	Enter the number of days before an account expires.
Time Interval Before User Can Reset Password Again (secs)	If a user resets their password, enter the amount of time, in seconds, that must pass before the user can reset their password again.
Concurrent Login Policy	Select a concurrent login policy. A concurrent login allows a user to log in to a system using the same

Setting	Description
	<p>credentials but using different devices. Note that this field is supported in Versa Director Releases 22.1 and later.</p> <ul style="list-style-type: none"> <li>◦ Allow—Allow concurrent logins.</li> <li>◦ Deny—Do not allow concurrent logins.</li> <li>◦ Force Logout—The active user is logged out before another user can log in with the same credentials.</li> </ul>
Minimum Password Length	Enter the minimum length of the password. Note that this field is supported in Versa Director Releases 22.1 and later.
Require at Least One Uppercase Letter in Password	Click the slider bar to require at least one uppercase letter in a password.
Require at Least One Lowercase Letter in Password	Click the slider bar to require at least one lowercase letter in a password.
Require at Least One Number in Password	Click the slider bar to require at least one number in a password.
Require at Least One Special Character in Password	Click the slider bar to require at least one special character in a password.
Require User to Reset Password on First Login	Click the slider bar to require a user to reset their password when logging in for the first time.
Prohibit Dictionary Words in Password	Click the slider bar to prohibit users from using dictionary words in their password. A password dictionary contains a list of words or characters that users may not use in their passwords. Note that this field is supported in Versa Director Releases 22.1 and later.
Enable Password History	<p>Click the slider bar to enable password history.</p> <ul style="list-style-type: none"> <li>◦ Number of Passwords to Keep in Password History—Enter a number of passwords to keep in the password history (or use the up and down arrows) that the user is not allowed to reuse.</li> </ul>
Expire Password	Click the slider bar to expire passwords.

Setting	Description
	<ul style="list-style-type: none"> <li>Number of Days Before Password Expires—Enter the number days before a password expires (or use the up and down arrows).</li> </ul>

3. Click Submit.

## Map External User Roles in Concerto

*For Releases 11.3.1 and later.*

The external role-mapping feature allows you to map an external user's custom role to a local default Concerto role so that the external user can log in to Concerto successfully. You can map external users both at the service provider and tenant levels.

Role mapping is required in the following scenarios::







- If a single sign-on (SSO) user role configured in an identity provider (IDP), such as Okta or Ping Identity, is a custom role (that is, a role that is not present in Concerto)
- If a user is created in Versa Director with a custom role
- If a user role configured in an external server (such as Active Directory, RADIUS, and TACACS+ servers) is a custom role (that is, a role that is not present in Concerto)

As an example, let's say that a custom user role, AcmeOperator, has been configured in an IDP. For the AcmeOperator user to login to Concerto successfully, you must map this role to a local default Concerto role, such as Enterprise Administrator or Enterprise Operator. Then, when AcmeOperator attempts to log in to Concerto, Concerto maps the AcmeOperator role to its Enterprise Administrator or Enterprise Operator role and allows AcmeOperator to log in to Concerto.

In Releases 11.4.1 and later, you can map the external custom role created in Versa Director, an IDP, or an external server to a local custom Concerto role and to a local default Concerto role.

To map an external user with a custom role to a local Concerto role:

1. Go to Users lifecycle and click External Role Mapping.

 Tenants	Active Users
	Users   29
 Inventory	User Settings
	> Roles   21
 Users	External Role Mapping   13
	Audit Log
 Infrastruc...	
 Subscripti...	
 Settings	

2. Click + External Role Mapping in the main screen.

Map external roles   0		+ External Role Mapping
EXTERNAL ROLE	LOCAL ROLE	
No rows found		
Showing 0-0 of 0 entries   10 rows		< Previous Next >

3. In the New Role Mapping screen, enter information for the following fields.

New Role Mapping

General

External Role

Local Role

Choose Local Role

Close

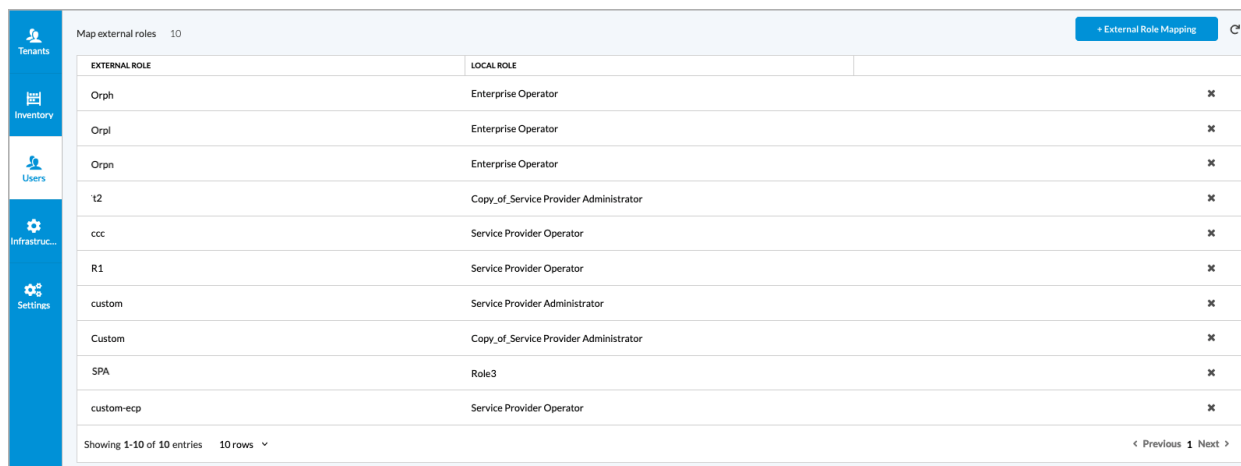
Save

Field	Description
External Role	Enter the name of the external role.

Field	Description
Local Role	Select the local Concerto role that to map to the external role.

4. Click Save.

The following example shows a list of external user roles and the local Concerto roles to which they are mapped.



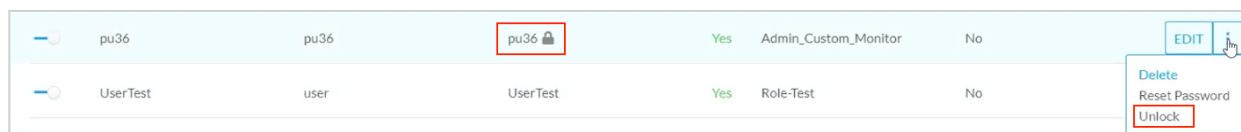
EXTERNAL ROLE	LOCAL ROLE	
Orph	Enterprise Operator	✕
Orpl	Enterprise Operator	✕
Orpn	Enterprise Operator	✕
Y2	Copy_of_Service Provider Administrator	✕
ccc	Service Provider Operator	✕
R1	Service Provider Operator	✕
custom	Service Provider Administrator	✕
Custom	Copy_of_Service Provider Administrator	✕
SPA	Role3	✕
custom-ecp	Service Provider Operator	✕

Showing 1-10 of 10 entries 10 rows >

## Unlock a User Account

*For Releases 10.2.1 and later.*

If a user account becomes locked, you can unlock the account from the Concerto Users lifecycle screen. In the following screen, user pu36 has been locked, as indicated by the lock icon. To unlock the user's account, click the More icon in the row for that user pu36 and select Unlock. The user account is unlocked.




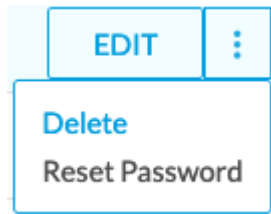
pu36	pu36	pu36	Yes	Admin_Custom_Monitor	No	<div> EDIT </div> <div> Delete Reset Password Unlock </div>
UserTest	user	UserTest	Yes	Role-Test	No	

## Delete a User or Reset a User Password


You can delete a user or reset a user's password from both the Users lifecycle on the service provider home screen and the Users lifecycle within a tenant home screen.

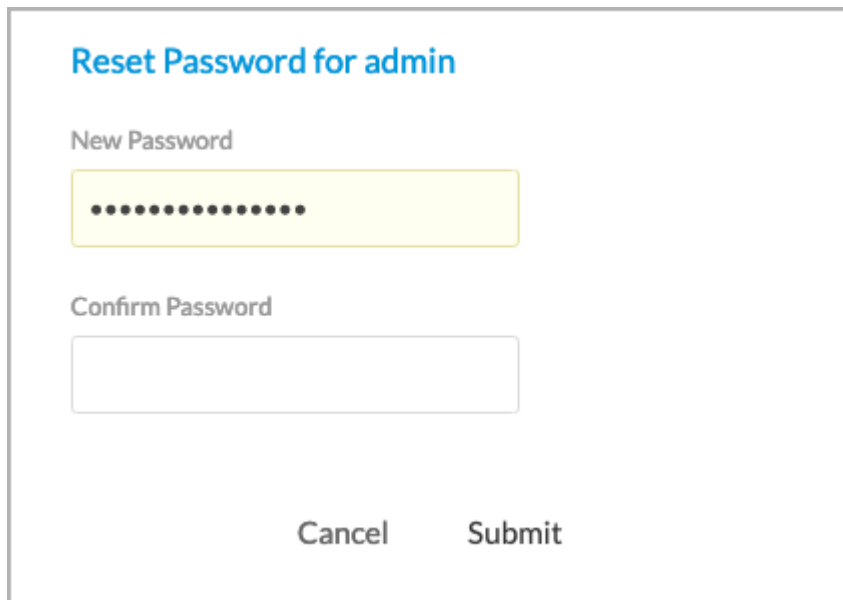
To delete a user:

1. Click the  More icon in the row for that user on the Users lifecycle screen.
2. Click Delete and enter information as prompted.



To reset a user password:

1. Click the  More icon in the row for that user on the Users lifecycle screen.
2. Click Reset Password. The Reset Password screen displays.

A screenshot of the 'Reset Password for admin' screen. The title 'Reset Password for admin' is at the top in blue. Below it, there are two input fields. The first is labeled 'New Password' and contains a series of dots. The second is labeled 'Confirm Password' and is empty. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

3. Enter the new password and confirm the new password.
4. Click Submit. If you reset a user password, the user is prompted to change their password the next time they attempt to log in. For more information, see [Change Your Initial User Password](#).

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## Force a User Logout

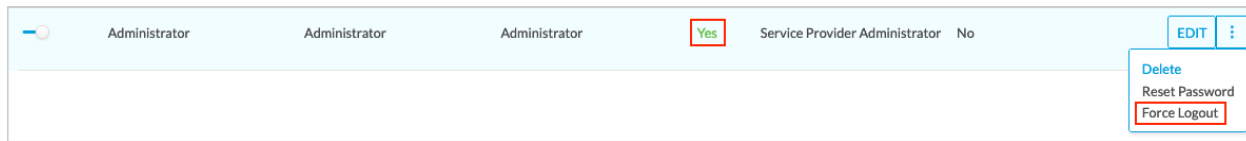
*For Releases 10.2.1 and later.*

You can force an active user to be logged out of Concerto.



To perform a forced logout on an active user:

1. Click the  More icon in the row for that user on the Users lifecycle screen.



2. Select Force Logout. The user is logged out immediately.

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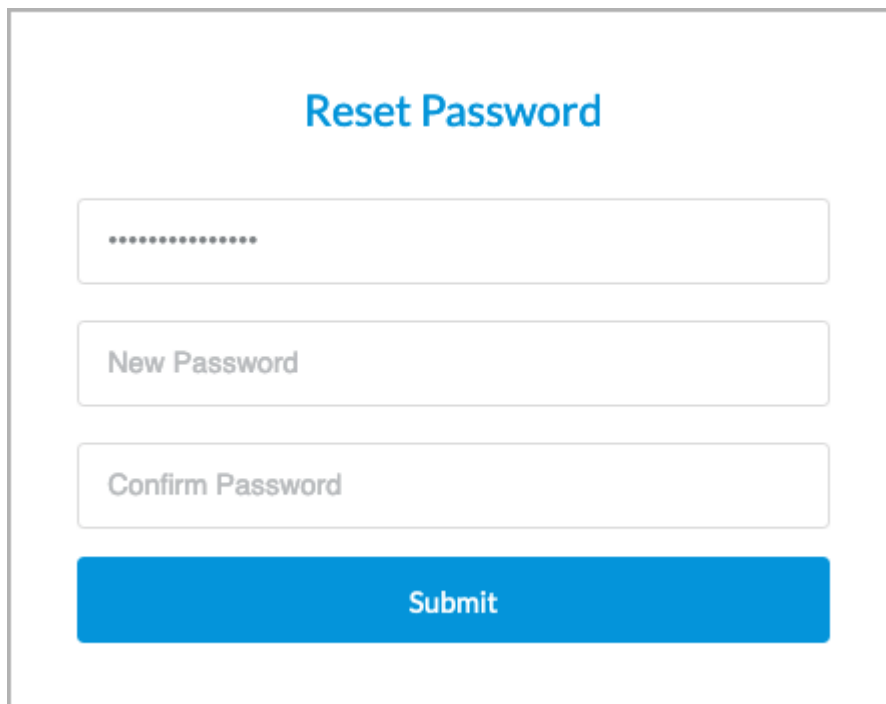
## Change Your Initial User Password

*For Releases 10.2.1 and later.*

When you log in as a new user to Concerto for the first time, or if the administrator changes your password, you are prompted to change your password.

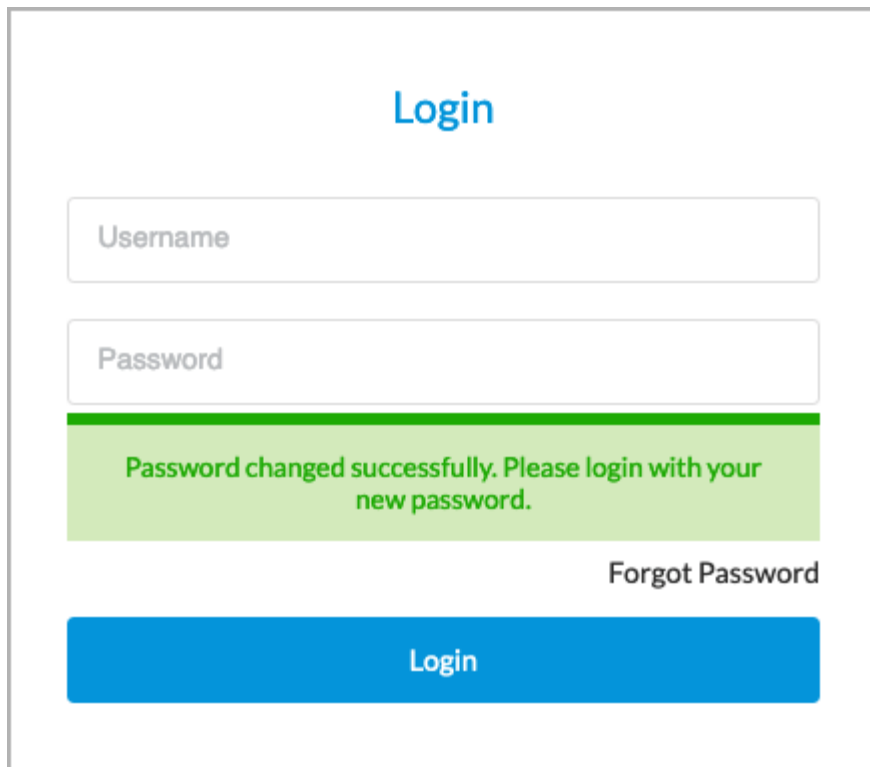
To change your password:

1. Log in to Concerto using your configured password. The following screen displays, prompting you to change your password.

A screenshot of the 'Reset Password' form. The title 'Reset Password' is in blue. Below it are three input fields: the first is for the current password (masked with dots), the second is labeled 'New Password', and the third is labeled 'Confirm Password'. At the bottom is a blue 'Submit' button.

2. Enter your current password, enter a new password, and confirm the new password by entering it again.

3. Click Submit. The following screen displays, and you can now log in with your new password.



The image shows a login interface with the title "Login" in blue. Below the title are two input fields: "Username" and "Password". A green message box with white text states: "Password changed successfully. Please login with your new password." To the right of the message box is a link labeled "Forgot Password". At the bottom is a large blue button labeled "Login".

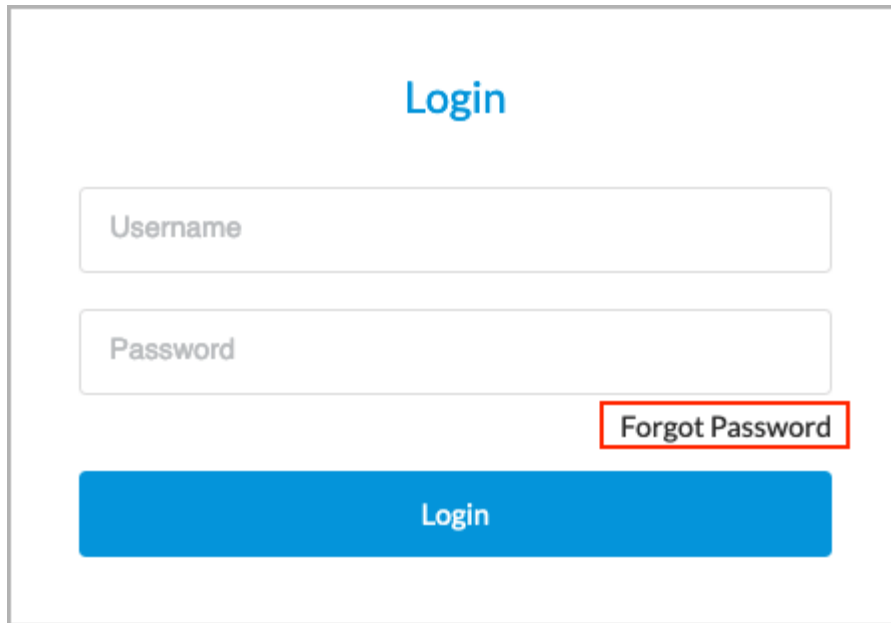
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## Reset a Forgotten Password

*For Releases 10.2.1 and later.*

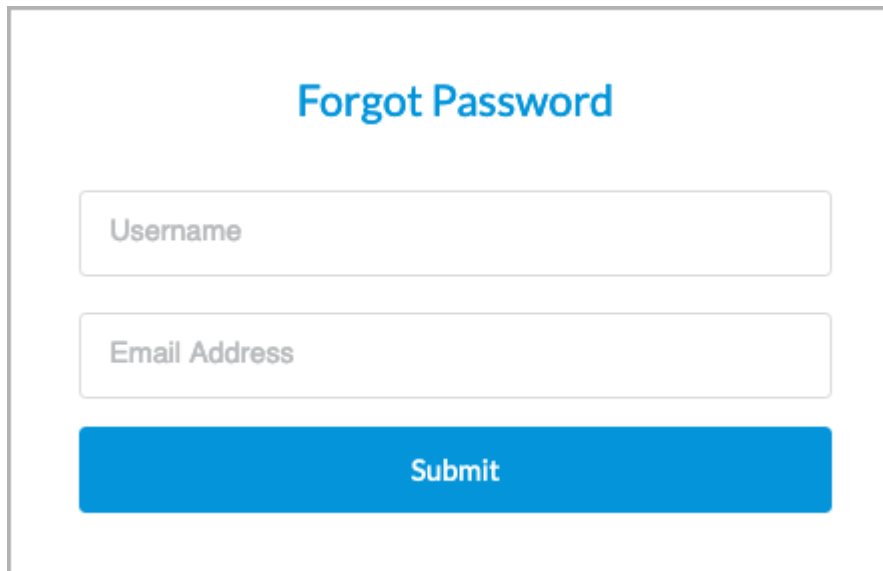
If you forget your Concerto password, you can reset it:

1. In the log in screen, click Forgot Password.



The image shows a login screen with a light gray background. At the top center is the word "Login" in blue. Below it are two white input fields with gray borders. The first field is labeled "Username" and the second is labeled "Password". To the right of the "Password" field is a red rectangular button with the text "Forgot Password" in black. Below these fields is a large blue button with the word "Login" in white text.

2. In the next screen, enter your username and email address.



The image shows a "Forgot Password" screen with a light gray background. At the top center is the text "Forgot Password" in blue. Below it are two white input fields with gray borders. The first field is labeled "Username" and the second is labeled "Email Address". Below these fields is a large blue button with the word "Submit" in white text.

3. Click Submit. You then receive an email with a temporary password.
4. Enter the temporary password. You are then prompted to create a new password, as described in [Change Your Initial User Password](#). After you reset your password, the following screen displays.

Login

Password changed successfully. Please login with your new password.

[Forgot Password](#)

Login

## Edit User Information

1. On the Users lifecycle screen, hover over a row and click the Edit box, or click a row to display the Edit User screen for that user.

		USERS					English	docs Service Provider Administrator
<div>Tenants</div> <div>Inventory</div> <div>Users</div> <div>Infrastr...</div>	Audit Log	Users: Local 11						
	Users   11							
	Roles   3							
		Status	First Name	Last Name	User name	Active	Role	External User
			admin		admin	Yes	Service Provider Administrator	No
			docs		docs	Yes	Service Provider Administrator	No
			plm	plm	plm	No	Service Provider Administrator	No

2. Select the General tab, and make the desired changes.

Edit User

General

Settings

First Name

admin

Last Name

Roles

> Service Provider Administrator

Associate Role

Email

Phone

Two Factor Authentication

Account Credentials

External User

Username

admin

Cancel

Next

3. Select the Settings tab, and make the desired changes.

Edit User

General

Settings

Idle Timeout (mins)

15

Landing Lifecycle

✓ Monitor

✓ Deploy

✓ Configuration

Monitor Default Site View

✓ Honeycomb

✓ Map

✓ List

Cancel

Save

4. Click Save.

# View Audit Logs

For Releases 11.4.1 and later.

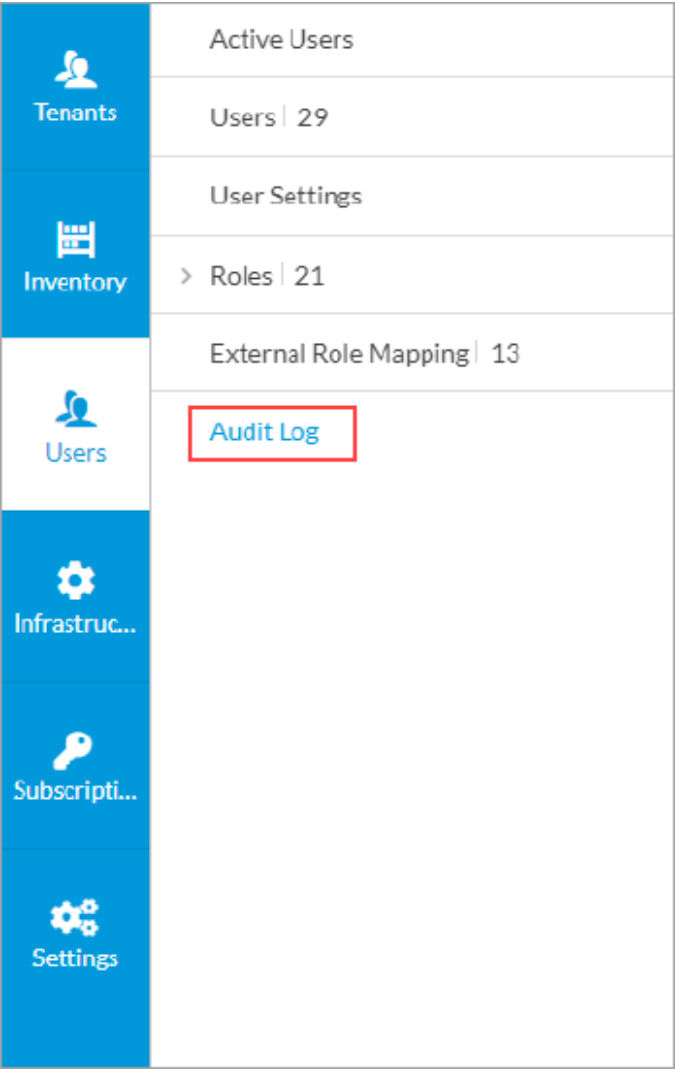
Internal audit logs capture information about all activity on Concerto, including all internal URLs that were visited, the payloads for each request, the actions that occur as a result of the request, and all errors that were encountered. The logs are placed in the Concerto audit tables, and they are also sent to Versa Director.

You use audit logs to view activity history on Concerto and to perform debugging.

You view the audit logs in the Users lifecycle screen either at the system or tenant level. Note that to view the audit logs, you must be a Service Provider Administrator or an Enterprise Administrator.

To view audit logs:

- 1. Go to the Users lifecycle, and then click Audit Log.



2. The Audit Logs screen displays the audit log information.

Tenants

Inventory

Users

Infrastruc...

Subscripti...

Settings

Users > Audit Logs

Audit Logs

Show Filter Bar

Applied Filters (1)

Reset to Default Filter

Audit Logs | 6701

Download CSV

Refresh

Select Columns

RO...		USER NAME	TENANT NAME	ACTION	OBJECT T...	OBJECT N...	MESSAGE	STATUS	DATE & TIME CREATED	DURATION (MS)
1	>	Administrat...	Concerto-Inter...	Created	OAuth T...	Administr...	Successfully generated token for Administrator	✔ SUCCESSF...	7/4/2023, 11:32:33 ...	1959
2	>	Administrat...	Concerto-Inter...	Created	Login	Administr...	Administrator login successful.	✔ SUCCESSF...	7/4/2023, 11:32:32 ...	2614
3	>	Administrat...	Concerto-Inter...	Created	OAuth T...	Administr...	Failed to revoke token due to :Invalid access to...	✔ SUCCESSF...	7/4/2023, 11:19:03 ...	160
4	>	Administrat...	Concerto-Inter...	Created	OAuth T...	Administr...	Administrator successfully logged out.	✔ SUCCESSF...	7/4/2023, 11:09:03 ...	128
5	>	Administrat...	Concerto-Inter...	Created	OAuth T...	Administr...	Failed to revoke token due to :Invalid access to...	✔ SUCCESSF...	7/4/2023, 10:59:04 ...	66
6	>	Administrat...	Concerto-Inter...	Created	OAuth T...	Administr...	Successfully generated token for Administrator	✔ SUCCESSF...	7/4/2023, 10:41:59 ...	1752
7	>	Administrat...	Concerto-Inter...	Created	Login	Administr...	Administrator login successful.	✔ SUCCESSF...	7/4/2023, 10:41:58 ...	2175
8	>	Administrat...	Concerto-Inter...	Created	OAuth T...	Administr...	Successfully generated token for Administrator	✔ SUCCESSF...	7/4/2023, 10:41:30 ...	1948

Showing 1-10 of 6701 results    10   Rows per Page

Go to page 1   < Previous 1 2   Next >

3. To view details for a log entry, click the > Toggle Row Expanded icon next to the username. The log entry detail display. For example:

Monitor

Analytics

Inventory

Users

Settings

Users > Audit Logs

Audit Logs

Show Filter Bar

Applied Filters (1)

Reset to Default Filter

Audit Logs | 403

Download CSV

Refresh

Select Columns

RO...	USER NAME	ACTION	OBJECT T...	OBJECT N...	MESSAGE	STATUS	DATE & TIME CREATED	DURATION (N...
Change Set					<a href="#">View</a>	Session ID	<a href="#">View all activity for this user's session</a>	
Payload					<a href="#">View</a>	Resource Group	<a href="#">View all audit logs for this resource group: ApplianceController</a>	
Trace ID					<a href="#">View all audit logs for this trace id: 263fc9b7b6de083dfe54a3c6da56f5f3</a>	Resource	<a href="#">View all audit logs for this Resource: /portalapi/v1/tenants/ee501fa3-a424-4737-a74f-7b95b21bafd3/appliances/publish</a>	
Operation					<a href="#">View all audit logs for this operation: publishMasterProfile-AsyncTask</a>	HTTP Method	PUT	
Task					<a href="#">Click here to view task Details</a>	View Diffs	<a href="#">Click here to view differentiation details</a>	


Showing 1-10 of 403 results    10   Rows per Page

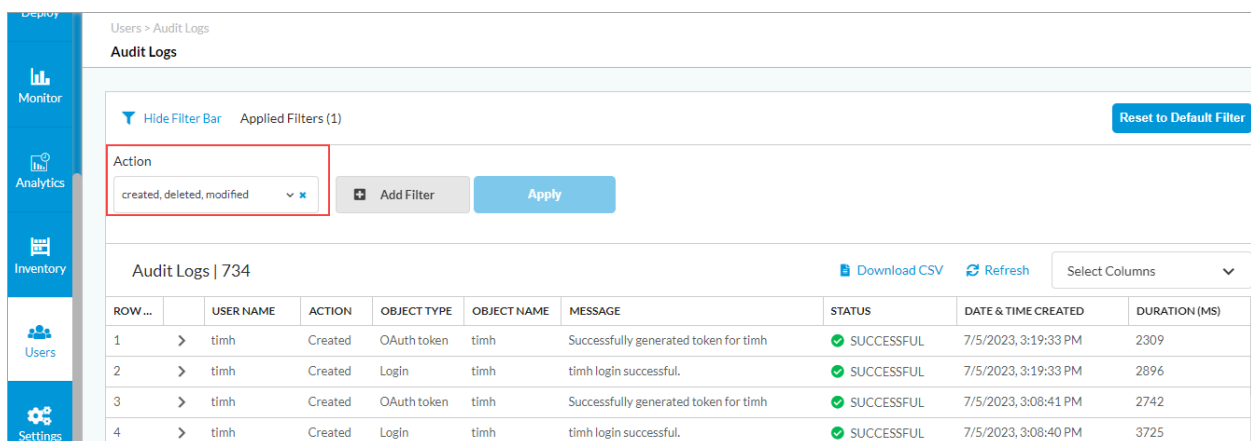
Go to page 1   < Previous 1 2   Next >

Field	Description
Payload	Displays the content of the request. To maintain user privacy, sensitive user information is replaced with asterisks (****).
Trace ID	Displays the trace ID associated with the request. When a user clicks a link in Concerto, Concerto generates a trace ID for the request.



Field	Description
Operation	Displays the action that was initiated by the request.
Session ID	Displays all the activity for a user during the session.
Resource Group	Displays the collection of resources that match the resource types specified in a query.
Resource	Displays all the audit logs for a user.
HTTP Method	Displays the HTTP method: <ul style="list-style-type: none"> <li>◦ DELETE</li> <li>◦ GET</li> <li>◦ HEAD</li> <li>◦ PATCH</li> <li>◦ POST</li> <li>◦ PUT</li> </ul>
Task	Displays all the task details. This option displays in the audit log only after you publish the SD-WAN branch.
View Diffs	Displays the differences between last published configuration and the current published configuration. This option displays in the audit log only after you publish the SD-WAN branch.

- To run audit log queries, click  Show Filter Bar icon.
- In the Action field, select an audit log actions. By default, audit logs show create, modify, and delete actions. To view read calls, select the Read action. To view the CLI commands that were issued, select the None action.



Users > Audit Logs

**Audit Logs**

Hide Filter Bar Applied Filters (1) [Reset to Default Filter](#)

Action  
created, deleted, modified [Add Filter](#) [Apply](#)

Audit Logs | 734 [Download CSV](#) [Refresh](#) [Select Columns](#)

ROW ...	USER NAME	ACTION	OBJECT TYPE	OBJECT NAME	MESSAGE	STATUS	DATE & TIME CREATED	DURATION (MS)
1	timh	Created	OAuth token	timh	Successfully generated token for timh	✓ SUCCESSFUL	7/5/2023, 3:19:33 PM	2309
2	timh	Created	Login	timh	timh login successful.	✓ SUCCESSFUL	7/5/2023, 3:19:33 PM	2896
3	timh	Created	OAuth token	timh	Successfully generated token for timh	✓ SUCCESSFUL	7/5/2023, 3:08:41 PM	2742
4	timh	Created	Login	timh	timh login successful.	✓ SUCCESSFUL	7/5/2023, 3:08:40 PM	3725

- **Created**—Select to view audit logs when a new user, tenant, profile, or rule was created and added in the


[https://docs.versa-networks.com/Management\\_and\\_Orchestration/Versa\\_Concerto\\_Orchestrator/02\\_Common\\_Configuration/...](https://docs.versa-networks.com/Management_and_Orchestration/Versa_Concerto_Orchestrator/02_Common_Configuration/...)

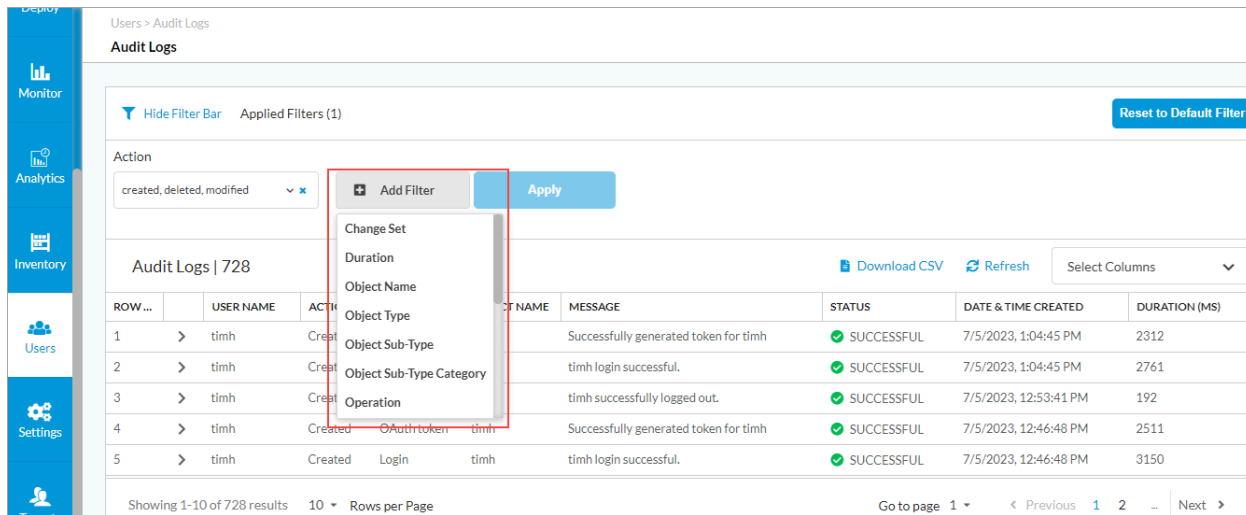
Updated: Wed, 23 Oct 2024 08:53:28 GMT

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database.

- Deleted—Select to view audit logs when an existing user, tenant, profile, or rule was deleted.
- Modified—Select to view audit logs when an existing user, tenant, profile, or rule was modified.
- Read—Select to view audit logs when existing content from database, such as visits to tenant, user page, and profile pages, was read.
- None—Select to view audit logs at the service provider level for CLI operations, such as upgrade and show commands.

6. Click the  Add Filter icon, and then select one of the following query types for filtering the log information.



The screenshot displays the 'Audit Logs' section of the Versa Concerto Orchestrator. The page title is 'Users > Audit Logs'. Below the title, there's a 'Hide Filter Bar' button and 'Applied Filters (1)'. A 'Reset to Default Filter' button is also present. The 'Action' dropdown is set to 'created, deleted, modified'. The 'Add Filter' dropdown menu is open, showing the following options: Change Set, Duration, Object Name, Object Type, Object Sub-Type, Object Sub-Type Category, and Operation. The table below shows 728 results, with the first 10 rows displayed. The columns are: ROW, USER NAME, ACTION, OBJECT NAME, MESSAGE, STATUS, DATE & TIME CREATED, and DURATION (MS). The table data is as follows:

ROW	USER NAME	ACTION	OBJECT NAME	MESSAGE	STATUS	DATE & TIME CREATED	DURATION (MS)
1	timh	Created		Successfully generated token for timh	✓ SUCCESSFUL	7/5/2023, 1:04:45 PM	2312
2	timh	Created		timh login successful.	✓ SUCCESSFUL	7/5/2023, 1:04:45 PM	2761
3	timh	Created		timh successfully logged out.	✓ SUCCESSFUL	7/5/2023, 12:53:41 PM	192
4	timh	Created	Auth token	Successfully generated token for timh	✓ SUCCESSFUL	7/5/2023, 12:46:48 PM	2511
5	timh	Created	Login	timh login successful.	✓ SUCCESSFUL	7/5/2023, 12:46:48 PM	3150

Showing 1-10 of 728 results 10 Rows per Page Go to page 1 < Previous 1 2 ... Next >

Query	Description
Change Set	<p>Search on a string of characters in an error message. Select the string search type:</p> <ul style="list-style-type: none"> <li>◦ Contains—Results contain the search string that you enter. This is the default.</li> <li>◦ RegEx—Results match a regular expression that you enter.</li> </ul>
Duration	<p>Search on the duration of the requests:</p> <ul style="list-style-type: none"> <li>◦ Seconds—Click to enter a search duration in seconds. This is the default.</li> <li>◦ Milliseconds—Click to enter a search duration in milliseconds.</li> </ul>
Object Name	<p>Search on an object name such as master profile, appliance, rule, element, profile, or subprofile name. Select the string search type:</p> <ul style="list-style-type: none"> <li>◦ Contains—Results contain the search string that you enter. This is the default.</li> <li>◦ Exact—Results contain the exact search string that you enter.</li> <li>◦ RegEx—Results match a regular expression that you enter.</li> </ul>
Object Type	Search on an object type.
Object Subtype	Search on an object subtype.
Object Subtype Category	Search on an object subtype category.
Operation	<p>Select the type of operation to query. Select the string search type:</p> <ul style="list-style-type: none"> <li>◦ Contains—Results contain the search string that you enter. This is the default.</li> <li>◦ Exact—Results contain the exact search string that you enter.</li> <li>◦ RegEx—Results match a regular expression that you enter.</li> </ul>

Payload	<p>Search on a string of characters in the payload. Select the string search type:</p> <ul style="list-style-type: none"> <li>◦ Contains—Results contain the search string that you enter. This is the default.</li> <li>◦ RegEx—Results match a regular expression that you enter.</li> </ul>
Resource	<p>Search on the type of resource. Select the string search type:</p> <ul style="list-style-type: none"> <li>◦ Contains—Returns results that contains search string. This is the default keyword.</li> <li>◦ Regex—Returns results that matches regular expression search string.</li> </ul>
Resource Group	<p>Search on the type of resource group. Select the string search type:</p> <ul style="list-style-type: none"> <li>◦ Contains—Returns results that contains search string. This is the default keyword.</li> <li>◦ Exact—Returns results that matched the exact search string.</li> <li>◦ RegEx—Returns results that matches regular expression search string.</li> </ul>
Date and Time Created	<p>Search on the date and time:</p> <ul style="list-style-type: none"> <li>◦ Preset—Returns results within the 7 days or a week.</li> <li>◦ Custom—Returns results within a custom start date and end date.</li> </ul>
Status	<p>Select the status on which to query:</p> <ul style="list-style-type: none"> <li>◦ Client Error</li> <li>◦ Redirection</li> <li>◦ Server Error</li> <li>◦ Successful</li> </ul>
Status Code	<ul style="list-style-type: none"> <li>◦ CLI Status Codes: <ul style="list-style-type: none"> <li>▪ 0—CLI exit code of 0 means that the CLI</li> </ul> </li> </ul>

	<p>operation was successful.</p> <ul style="list-style-type: none"> <li>▪ 1—CLI exit code of other than 0 means that the CLI operation was not successful.</li> <li>▪ 126—CLI exit code of 126 means that a command was found but it is not executable.</li> <li>▪ 127—CLI exit code of 127 means that a command was not found.</li> </ul> <ul style="list-style-type: none"> <li>◦ HTTP Status Codes: <ul style="list-style-type: none"> <li>▪ 200—OK. The request succeeded.</li> <li>▪ 201—Created. The request succeeded, and a new resource was created as a result.</li> <li>▪ 204—No content. There is no content to send for this request, but the headers may be useful.</li> <li>▪ 302—Found. The URI of requested resource was changed temporarily. Further changes in the URI may be made in the future.</li> <li>▪ 400—Bad request. The server could not understand the request because of invalid syntax.</li> <li>▪ 401—Unauthorized. The client must authenticate itself to receive the requested response.</li> <li>▪ 403—Forbidden. The client does not have access rights to the content.</li> <li>▪ 404—Not found. The server cannot find the requested resource.</li> <li>▪ 405—Not acceptable. The web server, after performing server-driven content negotiation, found no content that conforms to the criteria given by the user agent.</li> <li>▪ 500—Internal server error. The server encountered a situation that it does not know how to handle.</li> </ul> </li> </ul>
Tenant Name	Select the tenant name.
Trace ID	Enter an exact trace ID on which to query.
Session ID	Enter an exact session ID on which to query.
Username	Select the username on which to query. Select the string search type:

	<ul style="list-style-type: none"> <li>Contains—Returns results that contains search string. This is the default keyword.</li> <li>Exact—Returns results that matched the exact search string.</li> <li>RegEx—Returns results that matches regular expression search string.</li> </ul>
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- To restore the default filters, click Apply. Click Reset to Default Filter.

The screenshot shows the 'Audit Logs' section of a management console. On the left is a sidebar with icons for Monitor, Analytics, Inventory, and Users. The main area has a header 'Users > Audit Logs' and 'Audit Logs'. Below this is a filter bar with 'Hide Filter Bar' and 'Applied Filters (2)'. A 'Reset to Default Filter' button is in the top right. The filter section includes an 'Action' dropdown set to 'created, deleted, modified', a 'Change Set' dropdown, and an 'Add Filter' button. An 'Apply' button is highlighted with a red box. Below the filters is a table titled 'Audit Logs | 728' with columns: ROW, USER NAME, ACTION, OBJECT TYPE, OBJECT NAME, MESSAGE, STATUS, DATE & TIME CREATED, and DURATION (MS). The table shows three rows of log entries for user 'timh'. Buttons for 'Download CSV', 'Refresh', and 'Select Columns' are to the right of the table header.

ROW	USER NAME	ACTION	OBJECT TYPE	OBJECT NAME	MESSAGE	STATUS	DATE & TIME CREATED	DURATION (MS)
1	timh	Created	OAuth token	timh	Successfully generated token for timh	✓ SUCCESSFUL	7/5/2023, 1:04:45 PM	2312
2	timh	Created	Login	timh	timh login successful.	✓ SUCCESSFUL	7/5/2023, 1:04:45 PM	2761
3	timh	Created	OAuth token	timh	timh successfully logged out.	✓ SUCCESSFUL	7/5/2023, 12:53:41 PM	192

## Download Audit Logs in CSV Format

For Releases 11.4.1 and later.

- In the Audit Logs screen, click the Download CSV icon.
- In the Download Audit List popup window, enter values for the starting and ending rows. You can download a maximum of 5000 logs at a time.

The screenshot shows a 'Download Audit List' popup window. It has a title bar with a close button. The text inside says 'There are 728 records. Enter which records you would like to download.' Below this are two input fields: 'Start Row' with the value '1' and 'End Row' with the value '728', separated by the word 'through'. At the bottom are two buttons: 'Cancel' and 'Download'.

- Click Download.

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## Supported Software Information

Releases 10.1.1 and later support all content described in this article, except:

- Release 10.2.1 adds the Active column in the Users screen; adds support for the unlocking users from Concerto, changing passwords, resetting forgotten passwords, forcing user logout, and discovering appliances created in Versa Director; adds support for two-factor authentication.
- Release 11.3.1 adds support for mapping an external user role to a local Concerto role.
- Release 11.4.1 adds support for audit logs; adds the User Settings screen; adds support for mapping external custom roles to local Concerto custom roles.

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## Additional Information

[Concerto Home Screen Overview](#)

[Configure Single Sign-On Using Director](#)

[Configure User Account Settings](#)