



Generate Activity Reports

Filter administrative and sign-in activity, then export the matching events as a CSV file. You must be an **Owner** or **Administrator**.

Choose a Reporting Period

Northstar retains events for 90 days. The default range covers the last seven UTC calendar dates, including today. Custom ranges include both the start and end date, cannot include future dates, and must stay within the retained period.

Filter Activity

1. Select **Activity reports** in the sidebar.
2. Choose a **Date range**. For **Custom**, enter the **Start date** and **End date**.
3. Choose an **Actor** and **Category**, or leave them unrestricted.
4. Select **Apply filters**.

A screenshot of the Northstar Cloud web interface for generating activity reports. The header shows the Northstar Cloud logo and the user's name, Morgan Ellis. The main heading is "Activity reports". Below this, there are three filter sections: "Date range" with a dropdown showing "23-29 Sep 2026 (UTC)", "Actor" with a dropdown showing "All actors", and "Category" with a dropdown showing "Users". To the right of these filters is a blue "Apply filters" button. Below the filters is a table with the following data:

Timestamp (UTC)	Actor	Action	Target	Result
28 Sep 2026, 14:00	Morgan Ellis	Invitation sent	jordan.lee@example.com	Success

At the bottom left of the table area, it says "1 event | Newest first". At the bottom right, there is a button labeled "Export CSV".

Activity filtered to Users for 23-29 September 2026 UTC. Northstar Cloud 1.0 — fictional product mockup.

Results appear newest first, with 25 rows per page. The table shows **Timestamp (UTC)**, **Actor**, **Action**, **Target**, and **Result**. Results are **Success** or **Failure**.

If **No activity found** appears, broaden the dates or remove an actor or category filter, then select **Apply filters** again. **Export CSV** is unavailable when no events match.

Export the Filtered Result

1. Review the active filters and select **Apply filters** if you have changed them.
2. Select **Export CSV**.

The CSV contains every event matching the applied filters, not just the visible page. Timestamps use ISO 8601 UTC. The export action is recorded after the export dataset is captured, so the export does not contain its own activity event.

Choose a Category

Category	Events included
Users	Invitation actions, account activation, and role or status changes.
Teams	Team and membership changes.
Authentication	SSO changes, local MFA policy and enrollment or reset changes, and sign-in successes or failures.
Organization	Organization-name changes.
Reports	CSV exports.
All categories	All of the categories above.

Understand Report Limits

Personal name edits and notification-preference changes are not recorded in this version. Unknown identities in failed sign-ins appear as **Unknown user**; attempted email addresses are not exposed.

Passwords, tokens, certificates, and MFA secrets are not report fields. Reports do not provide scheduled delivery or a custom report builder.

Related guides: Manage Users; Troubleshoot Sign-In Problems.