Activities Tab in New Exalate

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What Is the Activities Tab?

An Activity is a read-only record in Exalate that shows who changed what on a connection, when, and whether the change worked, covering connection setup, configuration, and script changes, user and invitation changes, sync actions, and subscription events. Owners and collaborators on a connection see the same history, which Exalate keeps for 90 days before deleting it automatically.

All of these logs are tracked in the "Activities" tab of the Exalate console.

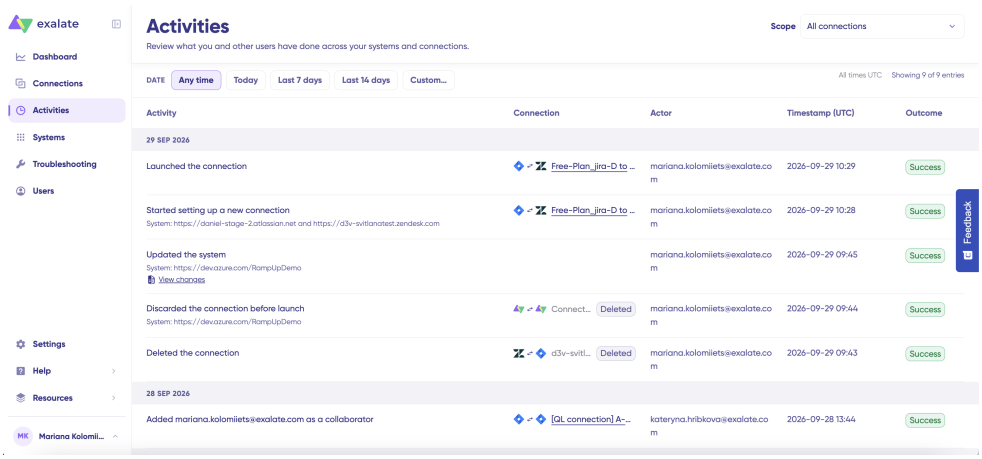
Key Takeaways

- Activity shows who changed what on your connections, when, and whether it worked.
- Events stay for 90 days, then Exalate deletes them automatically.
- You can export activities to a CSV file to keep them longer than 90 days.
- The page is read-only, so no one can edit or delete an entry.
- It’s part of Exalate on Trial, Pro, and Enterprise plans. Exalate Classic doesn’t include it.
- Owners and collaborators on a connection see the same history.

How to Access Activities?

You can open Activity from the left menu to see all your connections in one list, or from a connection’s three-dot menu to see just that connection. Entries appear newest first, grouped by day.

- **All connections:** click **Activities** in the left menu.
- **One connection:** click the three-dot menu next to the connection, then **Activities**.



From there, you can filter by connection, select a time range, load older entries, compare changes before and after, and export entries to CSV.

> **Note:** The Activities Tab is read-only. You can’t edit or delete entries.

Who Can See Activities?

Owners and collaborators see the history of every connection they belong to, including events from before they joined.

Not every connection is eligible to view the "Activities" tab. If you don't see this tab in your Exalate console, it means you are not authorized to view it. Check your subscription plan for more details.

The Benefits of the Activities Tab

- **Accountability:** every change to a connection, its configuration, or its users names the person who made it.
- **Faster troubleshooting:** when a sync starts behaving differently, see which script, trigger, or setting changed, and when.
- **Audit evidence:** a read-only, 90-day history of configuration and access changes supports change-management and access-control audits, such as ISO 27001.
- **One record for both sides:** owners and collaborators on a connection see the same history, which helps teams in cross-company syncs.

What is an Event?

An event results in a recorded activity.

An event is triggered when something changes in your Exalate environment, such as publishing a configuration or adding a collaborator. Each event appears as one entry on the Activities page.

Area	Events
Connections	Created, launched, and deleted; deactivated and reactivated; labels, description, email notifications
Users and invitations	Owners and collaborators added or removed, with the role; invitations sent, resent, and canceled; a single side’s setup completed
Configuration	Script version drafted, changed, published, and archived; script or conversation mode switched; triggers created, changed, activated, deactivated, and deleted
Sync and troubleshooting	Bulk sync and bulk unlink from a trigger; manual sync, unlink, and relink; force unlink; errors resolved or ignored
Systems and subscription	System updated or renamed; Forge app installed; subscription renewed, upgraded, or canceled; downgrade scheduled

How Long Does Exalate Keep Activities?

Exalate keeps activities for 90 days and then deletes them automatically, in line with the Exalate data management policy. Deleted events can't be recovered.

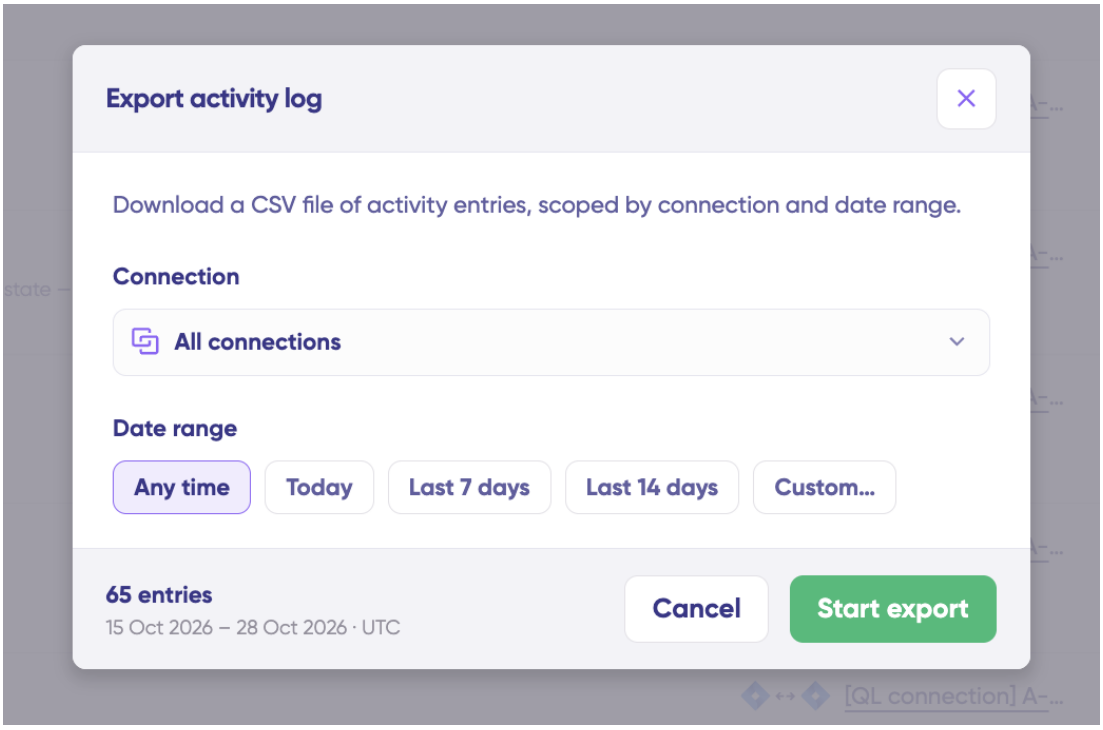
To keep activities longer than 90 days, export them to a CSV file before they're deleted. See **How to Export Activities?** below.

When you delete a connection, its events stay on the Activity page, marked as deleted, until they reach 90 days.

How to Export Activities?

You can download activities as a CSV file for one connection or for all of them, over a time range you pick.

1. Open **Activities** from the left menu.
2. Click **Export** in the top-right corner.
3. Under **Connection**, select one connection or keep **All connections**.
4. Under **Date range**, choose **Any time**, **Today**, **Last 7 days**, **Last 14 days**, or **Custom...** to set your own dates.
5. Check the entry count and date range at the bottom of the dialog.
6. Click **Start export**.



Note: An export only includes activities from the last 90 days. To build a longer history, export regularly and store the files on your side.

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