Audit Trail Incident Report

Date: [Insert Date]

Prepared By: [Your Name]

Department: [Your Department]

Incident Details

Incident ID: [Insert Incident ID]

Description of Incident:

[Provide a detailed description of the incident, including what occurred, when, and where.

Systems Affected: [List the systems and/or applications impacted by the incident]

Severity Level: [Low/Medium/High]

Audit Trail Information

Date and Time of Access: [Insert Date and Time]

User Involved: [Insert User Name or ID]

Actions Taken: [Detail the actions taken by the user]

IP Address: [Insert IP Address]

Follow-Up Actions

[List any follow-up actions that will be taken as a result of the incident]

Conclusion

[Summarize the incident and any conclusions drawn from the audit trail analysis]

Report Prepared By: [Your Name]

Signature: _____