

Export the ledger

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When an auditor or regulator asks who has done what with your records, you can give them the whole ledger as a download. They can check it themselves without needing Folio.

Before you start

You need permission to read the ledger and to create exports. Admins and owners have both to start with.

1 Start the export

Go to **Ledger** in Folio and click **Export the ledger**.

2 Wait for it to be ready

You'll go to a page that says it's being built. It updates by itself, so you can leave it open while you do something else.

3 Download it

When it says **Ready to download**, click **Download**. The page shows how long the download stays available.

4 Check it if you'd like to

Under **Check it yourself** there's a command you can run on the unzipped file. It confirms every entry follows on from the one before, so nothing has been taken out or changed.

If something goes wrong

The export has expired.

Downloads are only kept for a while. Go back to **Ledger** and click **Export the ledger** again.

The export couldn't be built.

Ask for it again from **Ledger**. If it fails a second time, write to us at support@unforged.ai.