

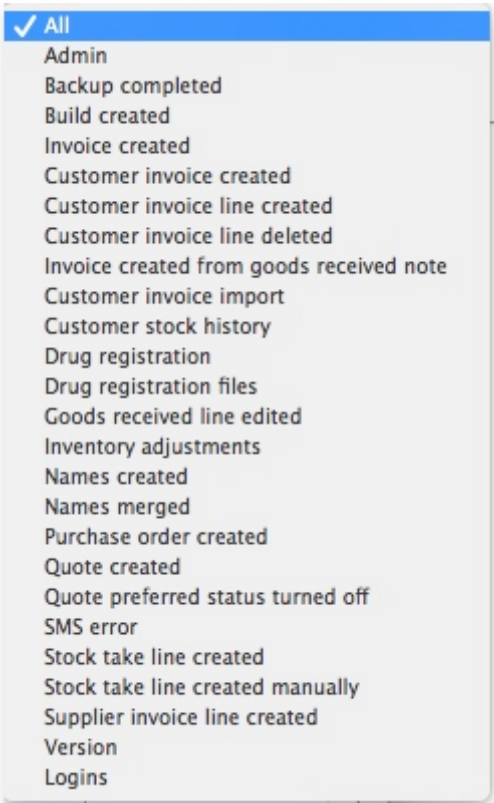


dates in the **From** and **To** boxes as required or choose one of the many quick-select options in the drop down list to automatically set them (*Today* is selected by default):



Event types

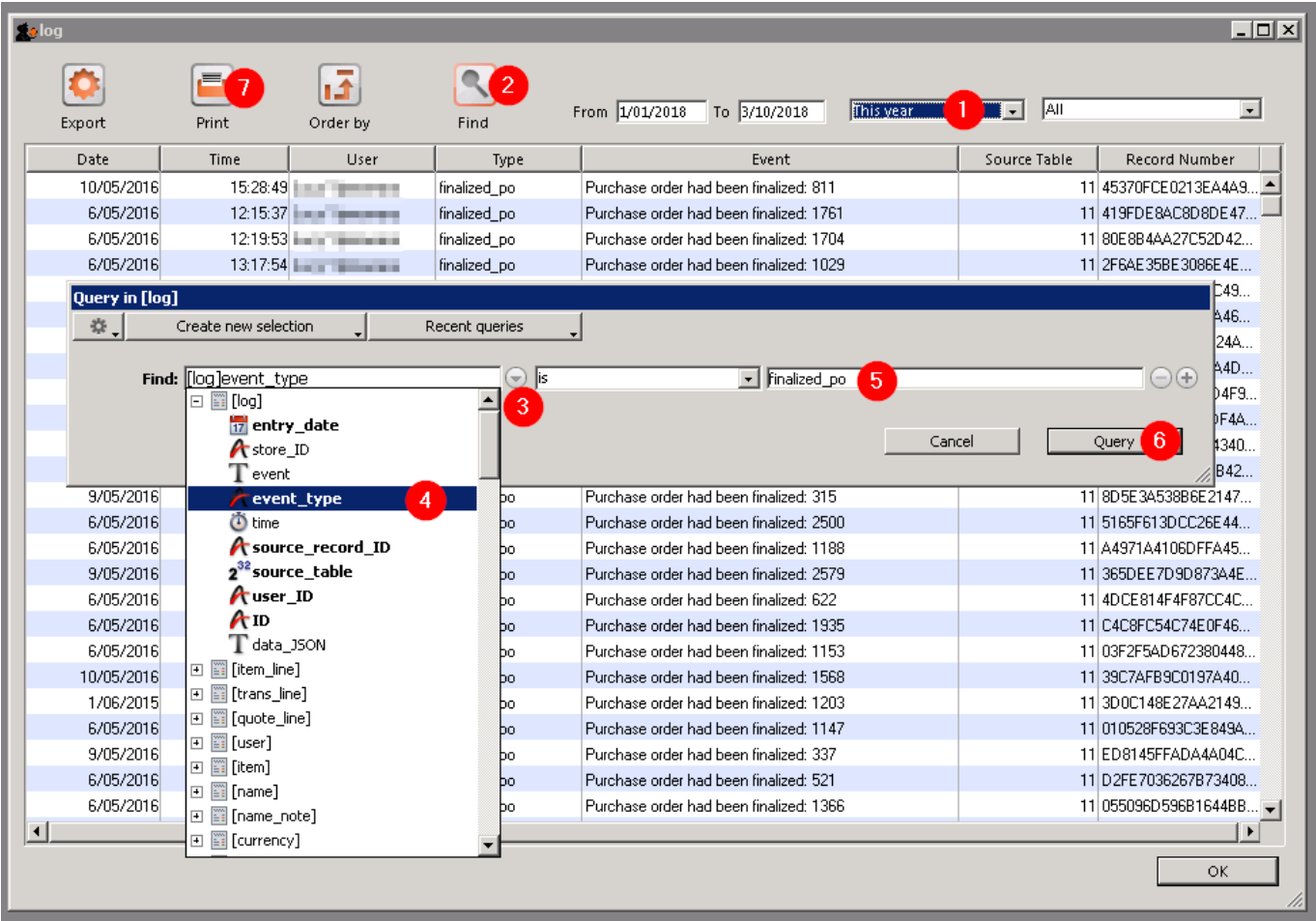
Additionally, you can choose to show only certain types of event which occurred in the period you have selected. To do that, select one of the entries in the final drop down list on the right hand side (*All* is selected by default):



Custom query

If you are looking for log records that are not in the list of common event types described above, you will need to create a custom query. For example, to find a report of all the finalized POs this year:

- 1. Set the date / time period
- 2. Click on **Find**
- 3. Click on the small right arrow to the right of the first field box
- 4. Select the data type that you are looking for. In this case, we are looking for the event\_type
- 5. Type in the particular event type that we are looking for. In this case, we are looking for the finalized\_po
- 6. Click on **Query**
- 7. Once you are happy with the included results, click on **Print** (or **Export** to produce a text file that can be imported to Excel and manipulated)



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