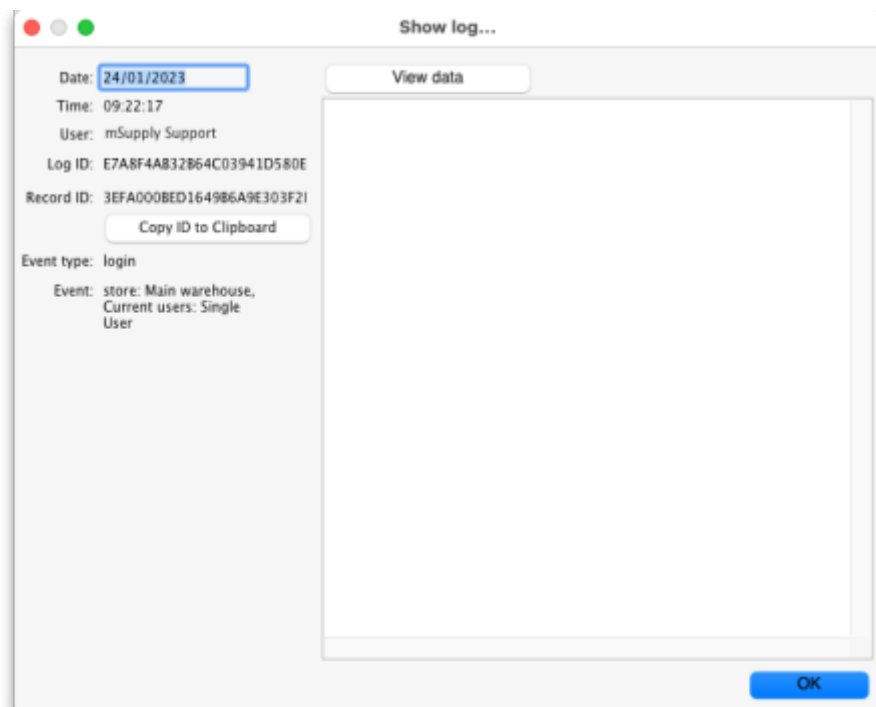


- **Print** Prints the displayed list of log entries on your printer.
- **Order by** Sort the log by something than the default date/time order.
- **Find** Search for particular records in the log.
- **OK** Close the window.

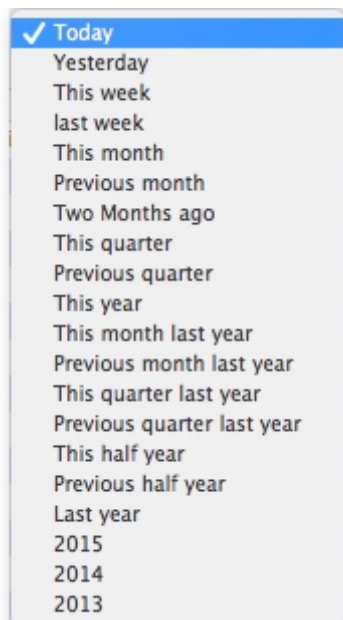
Double-clicking a log entry in the list will bring up a read-only window showing the full log details:



- **Date:** The date the log entry was created
- **Time:** The time the log entry was created
- **User:** The name of the user who did the action that resulted in the log entry
- **Log ID:** The ID of the log entry in the database
- **Record ID:** The ID of the record the log entry relates to e.g. the transaction that was edited
- **Copy ID to Clipboard button:** On click, copies the Record ID value to the Clipboard so you can paste it somewhere else
- **Event type:** The type of the event that occurred. Used for filtering
- **Event:** Description of the event that occurred
- **View Data button:** On click, if the log entry has additional JSON information, it is displayed in the large panel below the button.

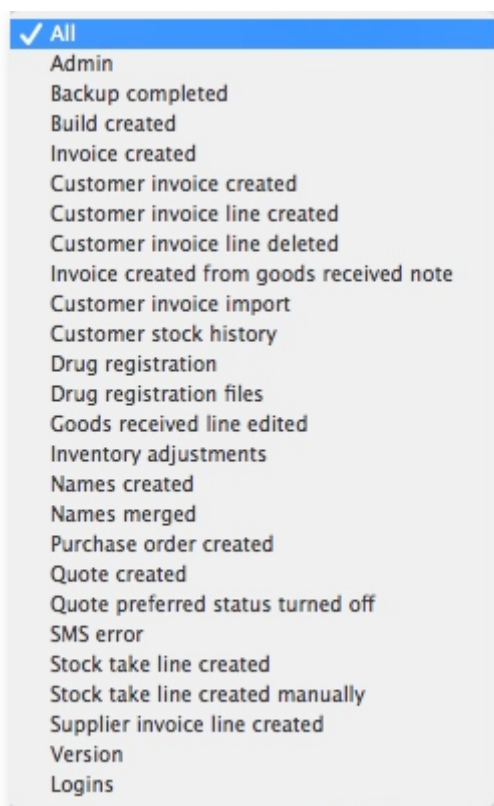
Dates

If you want to see log records that were generated over a different period then manually edit the 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

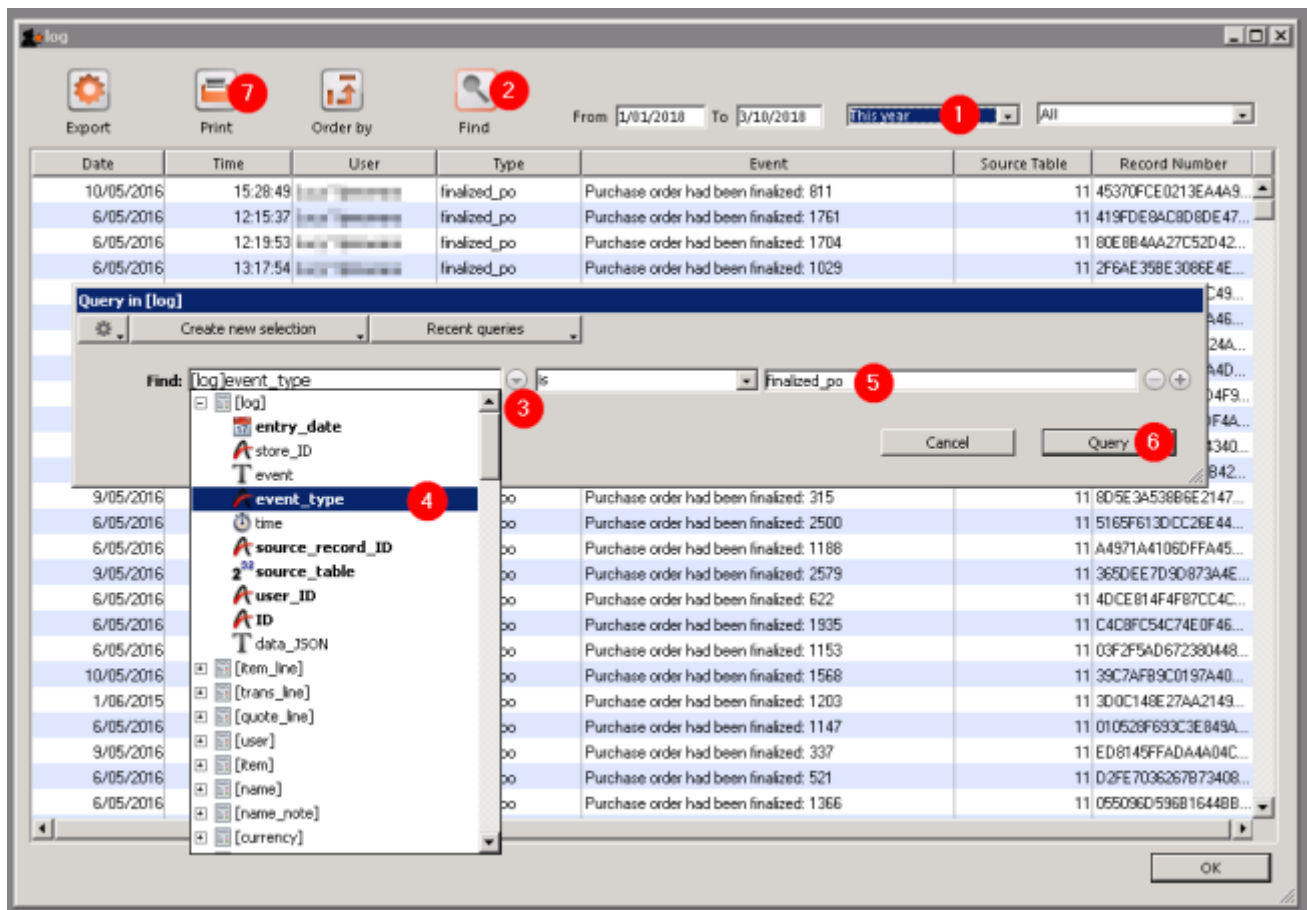
Additionally, you can choose to show only certain types of event which occurred in the period you have selected. To do that, select one of the entries in the final drop down list on the right hand side (*All* is selected by default):



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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