The log

The log contains records of who did what and when in the system. It's a useful place to look to find out what happened to certain records and when certain things were done. To view the log choose *View log* from the *Admin* menu. You will be asked how many days history to view (the default is 7 days)

It displays a list of significant events, along with the date, the time and the user. Some events are always logged by mSupply but others can be chosen in the preferences.

Capart .	Print	Order by	Rind From	15/10/2021 To 15/10/2021	Today		•		
Date	Time	User	Туре	Event		Source Table	Record ID	Extra information (ISON)	Store name
15/10/2021	09:48:35		login	store: General, Current users: Singl		user	A33525A6A7920F78	("aiteld": "0")	General
15/10/2021	15:02:39 sassol		mSupply_pref_cancelled	I mSupply preferences have not been saved					General
15/10/2021	16:02:33	sussol	mSupply_pref_cancelled	mSupply preferences have not been	n saved				General
_									

Buttons in the window:

- *OK* exit the window
- Order by sort the log
- Find find particular records in the log.
- Export allows you to export the log for use in another application
- Print allows you to print the log

Double-clicking a log entry will bring up a small window with the full item details. You can not edit this information.

Period for review:

- Appropriate dates may be entered in the **From** and **To** fields
- Several periods are available from the drop down list (the default entry is **Today**):

-
Today
Today
Yesterday
This week
Last week
TA This month
Previous month
Two Months ago
TA This quarter
A Previous quarter
This year
This month last year
Previous month last year
TA This guarter last year
Previous quarter last year
Last year
74 2010
TA 2009
7, 2008

Choose a specific event:

• A second drop down list allows a choice to be made from a number of specific events (the default entry is **All**):

All
All
Customer invoice line created
Customer invoice line deleted
Names merged
Goods received line edit
Created supplier invoice line
Purchase order created
Name created
Backup completed
Invoice Created
Stock take line created
Stock take line created manually
Customer invoice created
Quote perferred status turned off
Quote created
Build created
Admin

See this section for a complete description of which events are recorded in the log.

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Last update: 2017/08/08 00:18

