

# 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](#).

Date	Time	User	Type	Event	Source Table	Record ID	Extra Information (JSON)	Store name
15/10/2021	09:48:35	ssasel	login	store: General, Current users: Single User	user	A33525AE_A7920F7B	{"storeId": "0"}	General
15/10/2021	15:02:39	ssasel	rsupply_pref_cancelled	rsupply preferences have not been saved				General
15/10/2021	16:02:33	ssasel	rsupply_pref_cancelled	rsupply preferences have not been saved				General

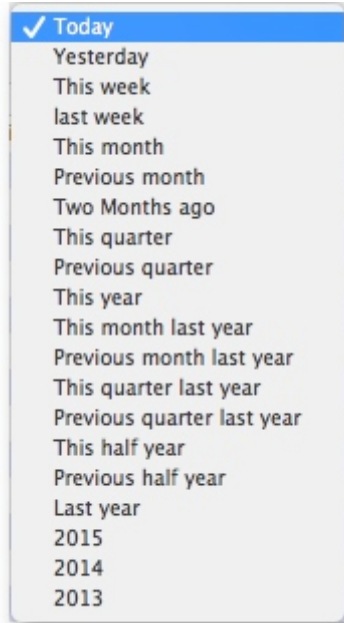
Buttons in the window:

- *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.

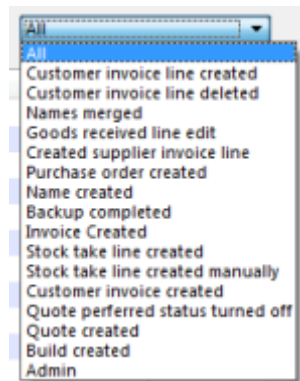
Period for review:

- 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**):



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**):



See [this section](#) for a complete description of which events are recorded in the log.

*Previous: [Printer Installation](#) Next: [Server Troubleshooting](#)*

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