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. Some events (lots!) are always logged by mSupply but some are optional and are chosen in the *Log* tab of the General preferences page.

To view the log, choose *View log...* from the *Special* menu. You will be shown all today's log entries when the window loads:



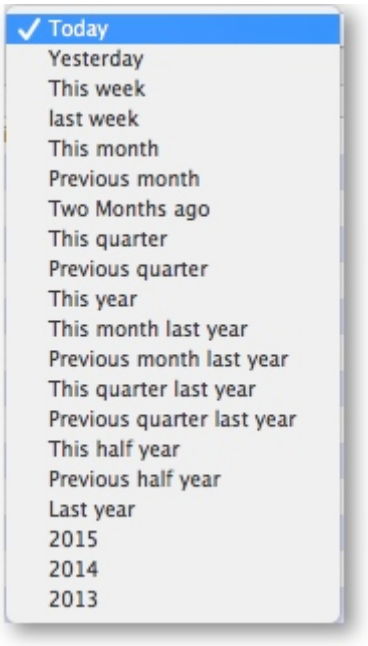
Buttons in the window:

- **Export** Export the log to a tab delimited text file. You can then import this into other applications (such as a spreadsheet application) for editing and printing.
- **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 will bring up a small window with the full item details. You can not edit this information.

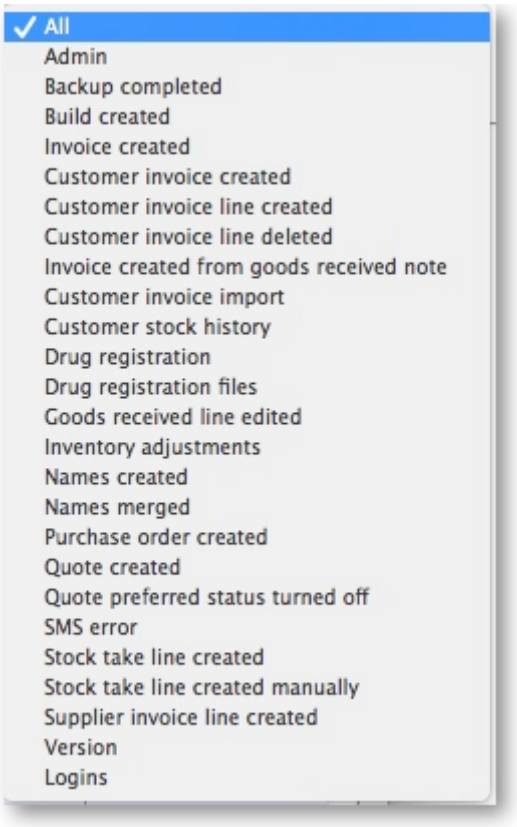
Dates

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):



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

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