25.19. The system 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:



The columns contain this information:

- **Date:** the date when the log entry was made.
- **Time:** the time the log entry was made.
- **User:** the name of the user who did the operation giving rise to the log entry.
- **Type:** the type of log entry. Can be used for filtering or just telling you which part of the system generated the log entry.
- **Event:** a description of the event that occurred.
- **Source table:** the name of the table that contains the affected record (if there is one).
- **Record ID:** if there was one, the ID of the record in the database that was affected by the event.
- **Extra information:** detailed information about what happened in the event in JSON format. Not always provided.
- **Store name:** the name of the store that the event occurred in.

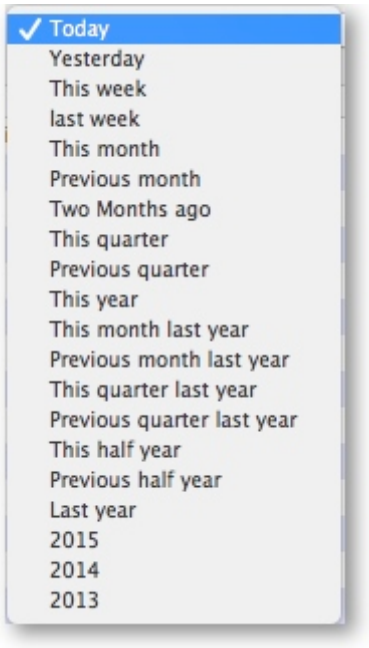
Buttons in the window:

- **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.

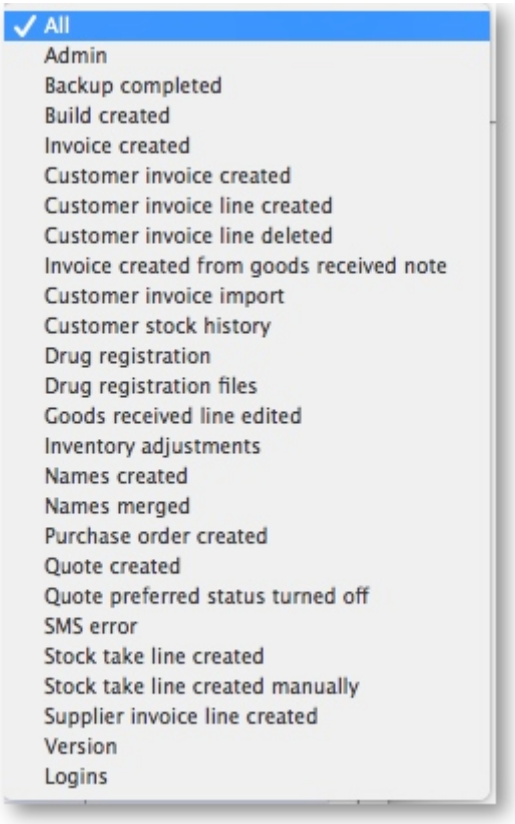
Dates

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

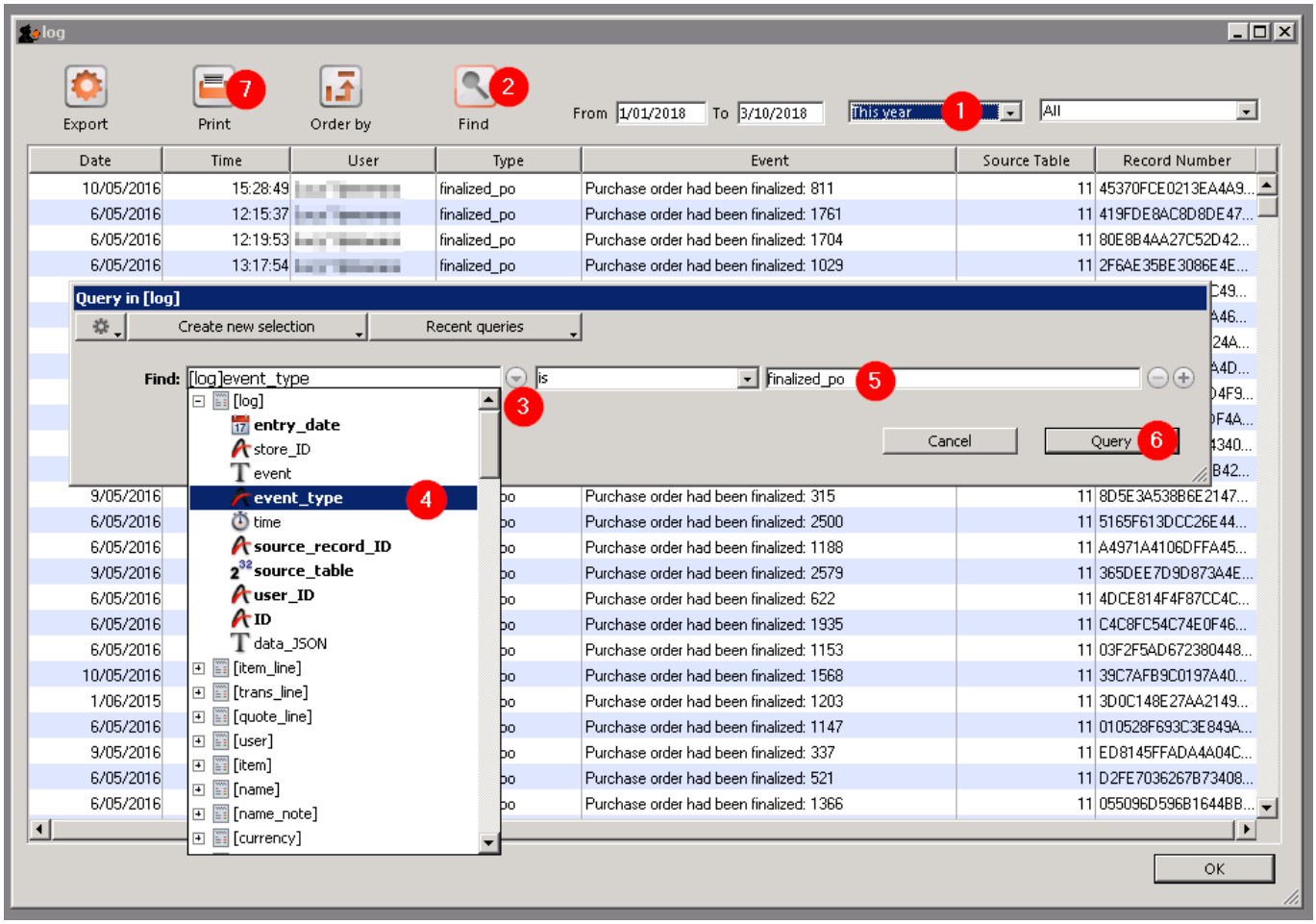
Additionally, you can choose to show only certain types of event which occurred in the period you have selected. To do that, select one of the entries in the final drop down list on the right hand side (*All* is selected by default):



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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