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](#).

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
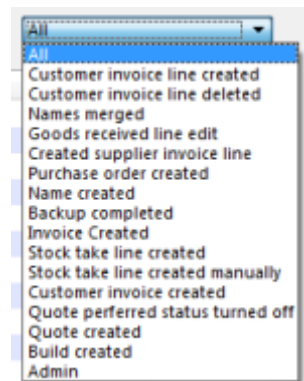- Several periods are available from the drop down list (the default entry is **Today**):

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