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 Laport	Print .	Order by	Rind From	a 15/10/2021 To 15/10/2021	Today	G AI	Ð		
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: Single User		user	A33525A6A7920F7B	("siteld":"0")	Ceneral
15/10/2021	15:02:39			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**):

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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							
Admin							
Backup completed							
Build created							
Invoice created							
Customer invoice created							
Customer invoice line created							
Customer invoice line deleted							
Invoice created from goods received note							
Customer invoice import							
Customer stock history							
Drug registration							
Drug registration files							
Goods received line edited							
Inventory adjustments							
Names created							
Names merged							
Purchase order created							
Quote created							
Quote preferred status turned off							
SMS error							
Stock take line created							
Stock take line created manually							
Supplier invoice line created							
Version							
Logins							

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

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Permanent link: https://docs.msupply.org.nz/admin:the_log?rev=1502153844

Last update: 2017/08/08 00:57



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