## 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:

	<b>—</b>	1	From	15/10/2021 To 15/10/2021 Today	O All	6		
Export Date	Print	Order by User	Find Type	Event	Source Table	Record ID	Extra information	Store name
15/10/2021	09:48:35			store: General, Current users: Single User	user	A33525A6A7920F78	(ISON)	Ceneral
15/10/2021	15:02:39			mSupply preferences have not been saved	user	A35363A0A7360F78	1 sideid : 0 f	General
15/10/2021	16:02:33			mSupply preferences have not been saved				General

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):

All	
Admin	
Backup completed	
Build created	
Invoice created	
Customer invoice created	
Customer invoice line created	
Customer invoice line deleted	
Invoice created from goods received no	te
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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