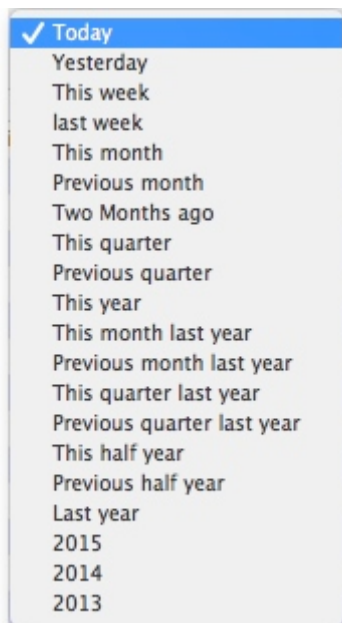
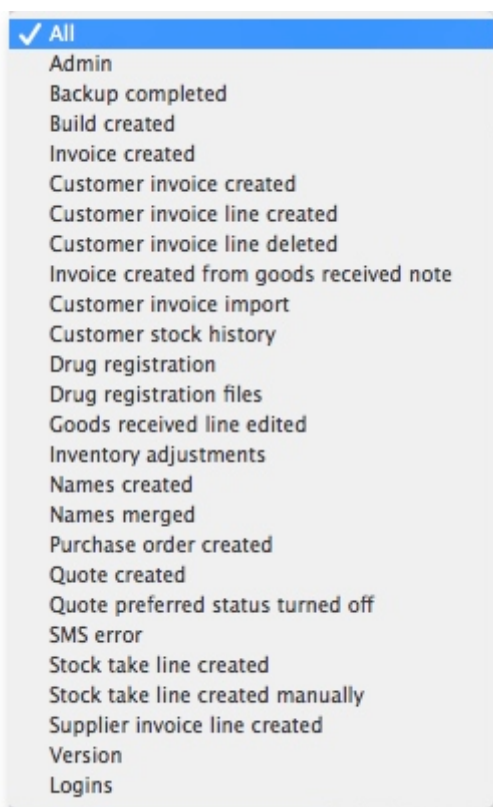


drop down list to automatically set them (*Today* is selected by default):



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.

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:

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)

The screenshot shows the 'log' application interface. At the top, there are icons for Export, Print, Order by, and Find. Below these are date range selectors (From 1/01/2018 To 3/10/2018) and a dropdown menu set to 'this year'. The main table displays log entries with columns: Date, Time, User, Type, Event, Source Table, and Record Number. A 'Query in [log]' dialog box is open, showing a search for '[log]event_type' with a dropdown menu open to select 'event_type'. The 'Find' field contains 'is finalized_po'. The 'Query' button is highlighted. Red circles 1 through 7 mark the steps described in the text.

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