20.19. 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:

Cxport	Print.	Order by	Find From	15/10/2021 To 15/10/2021 Today		0		
Date	Time	User	Туре	Event	Source Table	Record ID	Extra information (ISON)	Store name
15/10/2021	09:48:35	sussol	login	store: General, Current users: Single User	user	A33525A6A7920F78		General
15/10/2021	15:02:39	sussel	mSupply_pref_cancelled	mSupply preferences have not been saved				General
15/10/2021	16:02:33	sussol	mSupply_pref_cancelled	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	ta
Customer invoice import	le
Customer stock history	
Drug registration	
Drug registration files	
Goods received line edited	
Inventory adjustments	
Names created	
Names merged	
Purchase order created	
Ouote created	
Quote preferred status turned off	
SMS error	
Stock take line created	
Stock take line created manually	
Supplier invoice line created	
Version	
Logins	

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**
- 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)

Export	Print Order by	Find	From 1/01/2018 To 3/10/2018 This year			
Date	Time User	Туре	Event	Source Table Record Number		
10/05/2016	15:28:49	finalized_po	Purchase order had been finalized: 811	11 45370FCE0213EA4A9		
6/05/2016	12:15:37	finalized_po	Purchase order had been finalized: 1761	11 419FDE8AC8D8DE47		
6/05/2016	12:19:53	finalized_po	Purchase order had been finalized: 1704	11 80E8B4AA27C52D42		
6/05/2016	13:17:54	finalized_po	Purchase order had been finalized: 1029	11 2F6AE35BE3086E4E		
Query in [log]				C49		
	reate new selection	Recent queries	1	446		
	t			244		
Find:	[log]event_type	🕞 is	Finalized_po 5	— — — ^{44D…}		
	🖃 🎆 [log]	- 3)4F9		
	📅 entry_date			ancel Query 6 1340		
	A store_ID					
	Tevent			// B42		
9/05/2016	revent_type	4 po	Purchase order had been finalized: 315	11 8D5E3A538B6E2147		
6/05/2016	🛈 time	50	Purchase order had been finalized: 2500	11 5165F613DCC26E44		
6/05/2016	A source_record_ID	bo	Purchase order had been finalized: 1188	11 A4971A4106DFFA45		
9/05/2016	A user ID	po	Purchase order had been finalized: 2579	11 365DEE7D9D873A4E		
6/05/2016		po	Purchase order had been finalized: 622 Purchase order had been finalized: 1935	11 4DCE814F4F87CC4C		
6/05/2016	T data_JSON	Þo		11 C4C8FC54C74E0F46		
6/05/2016	Item line]	þo L	Purchase order had been finalized: 1153	11 03F2F5AD672380448		
		po L	Purchase order had been finalized: 1568 Purchase order had been finalized: 1203	11 39C7AFB9C0197A40 11 3D0C148E27AA2149		
1706/2015		bo	Purchase order had been finalized: 1203 Purchase order had been finalized: 1147	11 010528F693C3E849A		
6/05/2016		bo				
9/05/2016		bo	Purchase order had been finalized: 337	11 ED8145FFADA4A04C		
	I I III [name]		Purchase order had been finalized: 521	11 D2FE7036267B73408 11 055096D596B1644BB		
6/05/2016 6/05/2016 6/05/2016	🗉 📰 [name]	bo	Purchase order had been finalized: 1366			

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