21.19. Log

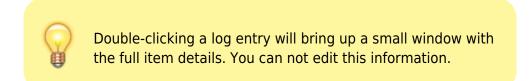
The log contains records of who did what and when in the system. It's a useful place to look to find out what happened to certain records and when certain things were done. Some events (lots!) are always logged by mSupply but some are optional and are chosen in the *Log* tab of the General preferences 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:

Export	Print	Order by	Find From	15/10/2021 To [15/10/2021] Today	O AI	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.



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

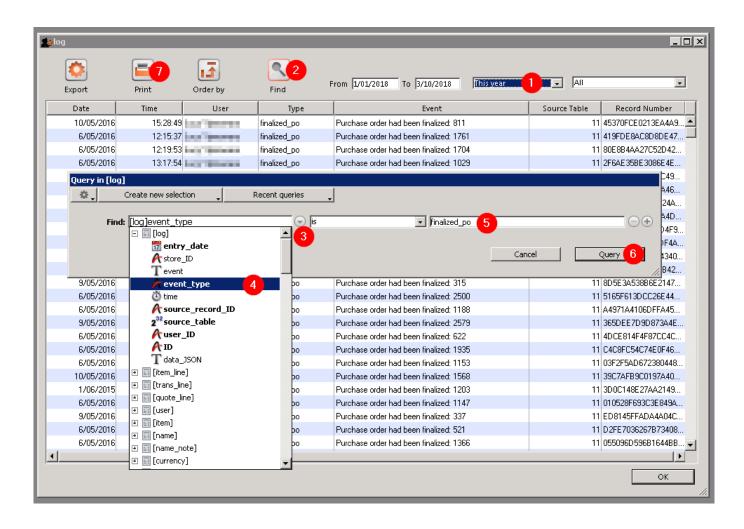
Additionally, you can choose to show only certain types of event which occurred in the period you have selected. To do that, select one of the entries in the final drop down list on the right hand side (*All* is selected by default):

All	
Admin	
Backup complet	ed
Build created	
Invoice created	
Customer invoid	ce created
Customer invoid	ce line created
Customer invoid	e line deleted
Invoice created	from goods received note
Customer invoid	ce import
Customer stock	history
Drug registratio	n
Drug registratio	n files
Goods received	line edited
Inventory adjust	tments
Names created	
Names merged	
Purchase order	created
Quote created	
Quote preferred	status turned off
SMS error	
Stock take line of	created
Stock take line of	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 this year:

- 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)



Previous: 21.18. Label printer installation | | Next: 21.20. Server troubleshooting

3/4

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