25.19. The system 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.

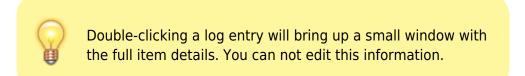
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To view the log, choose *View log...* from the *Special* menu. You will be shown all today's log entries when the window loads:

| ٥ | | 1 | Eron | 15/10/2021 To 15/10/2021 Today | | 0 | | |
|------------|----------|------------------|------------------------|--|--------------|------------------|-------------------|--------------------|
| Date | Print | Order by User | Find Type | Event | Source Table | Record ID | Extra information | Store name |
| | | | | | | | (ISON) | |
| 15/10/2021 | 09:48:35 | | | store: General, Current users: Single User | user | A33525A6A7920F78 | {"siteid":"0"} | General General |
| | | | | mSupply preferences have not been saved | | | | |
| 15/10/2021 | 16:02:33 | sussol | m5upply_pref_cancelled | mSupply preferences have not been saved | | | | General |
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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

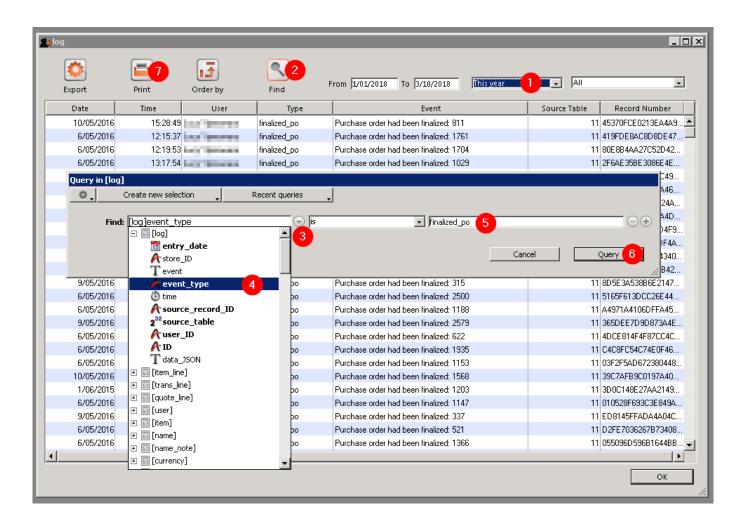
Additionally, you can choose to show only certain types of event which occurred in the period you have selected. To do that, select one of the entries in the final drop down list on the right hand side (*All* is selected by default):

| ' / | All |
|-----|---|
| F | Admin |
| B | lackup completed |
| E | build created |
| l | nvoice created |
| C | Customer invoice created |
| C | Customer invoice line created |
| C | Customer invoice line deleted |
| l | nvoice created from goods received note |
| 0 | Customer invoice import |
| C | Customer stock history |
| ۵ | Drug registration |
| ۵ | Drug registration files |
| C | Goods received line edited |
| l | nventory adjustments |
| ١ | lames created |
| ١ | lames merged |
| P | Purchase order created |
| C | Quote created |
| 0 | Quote preferred status turned off |
| S | MS error |
| S | itock take line created |
| S | tock take line created manually |
| S | upplier invoice line created |
| ١ | /ersion |
| L | ogins |
| | - |

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: 25.18. Label printer hardware setup | | Next: 25.20. Server troubleshooting

From: https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link: https://docs.msupply.org.nz/admin:the_log?rev=1633691668



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