

- **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.

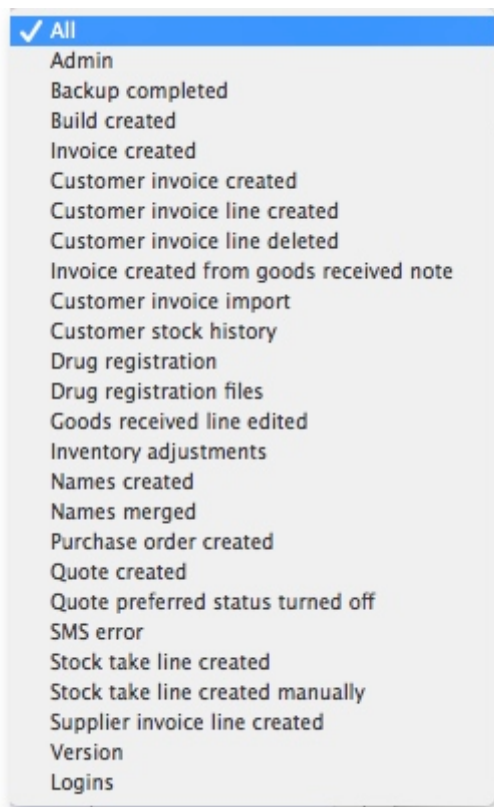
Dates

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):



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)

The screenshot shows the 'log' window with a table of events and a query builder. The table has columns: Date, Time, User, Type, Event, Source Table, and Record Number. The query builder is open, showing a list of fields on the left and a search input on the right. Red circles highlight the following elements:

- 1. Filter dropdown (set to 'this year')
- 2. Find icon
- 3. Find input field (containing '[log]event_type')
- 4. Field list (showing 'event_type' selected)
- 5. Query input field (containing 'is finalized_po')
- 6. Query button

Date	Time	User	Type	Event	Source Table	Record Number
10/05/2016	15:28:49	[redacted]	finalized_po	Purchase order had been finalized: 811	11	45370FCE0213EA4A9...
6/05/2016	12:15:37	[redacted]	finalized_po	Purchase order had been finalized: 1761	11	419FDE8AC8D8DE47...
6/05/2016	12:19:53	[redacted]	finalized_po	Purchase order had been finalized: 1704	11	80E8B4AA27C52D42...
6/05/2016	13:17:54	[redacted]	finalized_po	Purchase order had been finalized: 1029	11	2F6AE35BE3086E4E...

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