

Overview of System Logs

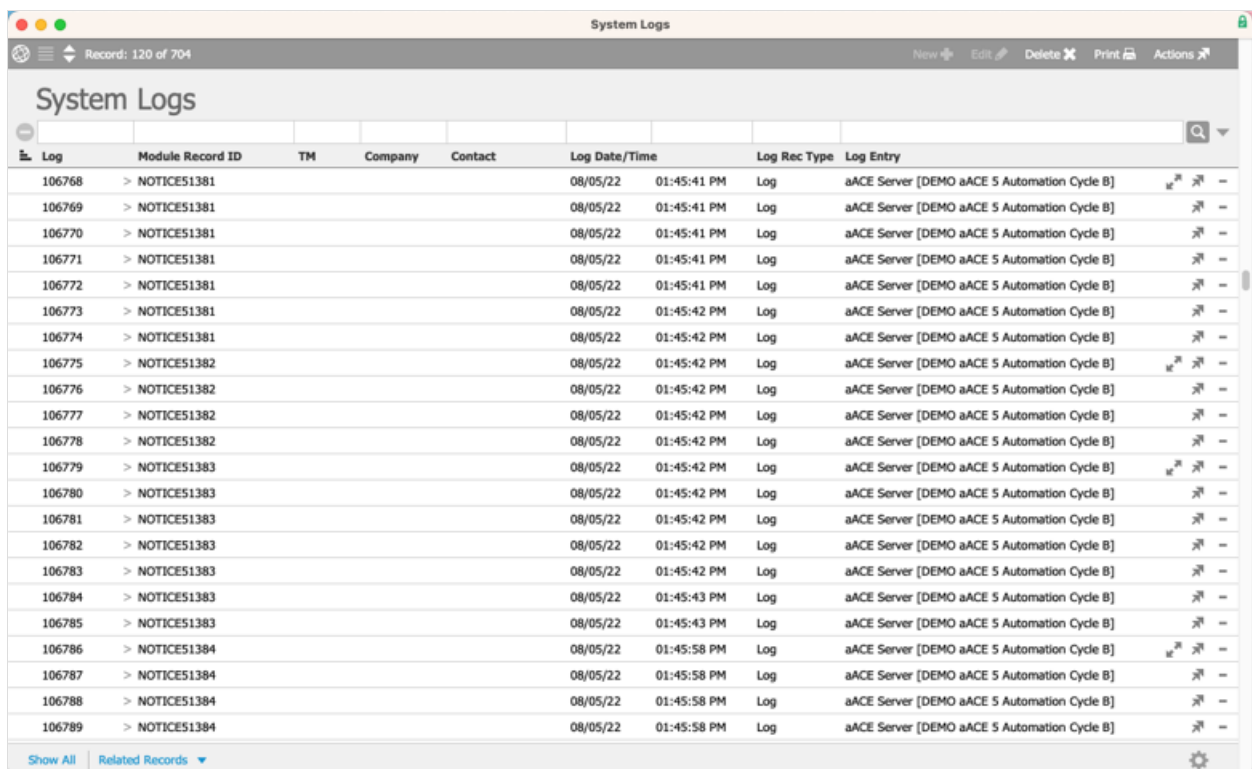
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This guide provides an overview of working with system logs. It is intended for system administrators.

Similar to aACE [record logs](https://aace6.knowledgeowl.com/help/overview-of-record-logs) (<https://aace6.knowledgeowl.com/help/overview-of-record-logs>), system logs track updates to records. These updates can include changes such as comments, debugs, edits, and general log entries. If applicable, activities in system logs link back to the record where it originated, allowing you to quickly view the source of an activity with one click.

The System Logs module also allows you to view what a particular team member has been doing in the system across a given period of time. This functionality can be applied to a variety of situations: administrators can double check records if managers aren't sure users completed a task, HR managers can review a user's activity more broadly, etc.

To access the System Logs module, navigate from Main Menu > System Admin > System Logs.








The screenshot shows the 'System Logs' interface with a table of log entries. The table has columns for Log ID, Module Record ID, TM, Company, Contact, Log Date/Time, Log Rec Type, and Log Entry. The entries are filtered to show records from 08/05/22.

Log	Module Record ID	TM	Company	Contact	Log Date/Time	Log Rec Type	Log Entry
106768	> NOTICES1381				08/05/22 01:45:41 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106769	> NOTICES1381				08/05/22 01:45:41 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106770	> NOTICES1381				08/05/22 01:45:41 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106771	> NOTICES1381				08/05/22 01:45:41 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106772	> NOTICES1381				08/05/22 01:45:41 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106773	> NOTICES1381				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106774	> NOTICES1381				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106775	> NOTICES1382				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106776	> NOTICES1382				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106777	> NOTICES1382				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106778	> NOTICES1382				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106779	> NOTICES1383				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106780	> NOTICES1383				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106781	> NOTICES1383				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106782	> NOTICES1383				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106783	> NOTICES1383				08/05/22 01:45:42 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106784	> NOTICES1383				08/05/22 01:45:43 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106785	> NOTICES1383				08/05/22 01:45:43 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106786	> NOTICES1384				08/05/22 01:45:58 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106787	> NOTICES1384				08/05/22 01:45:58 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106788	> NOTICES1384				08/05/22 01:45:58 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]
106789	> NOTICES1384				08/05/22 01:45:58 PM	Log	aACE Server [DEMO aACE 5 Automation Cycle B]

System Logs Icons

This icon table assumes system administrators are familiar with most of the basic aACE

icons. The following icons may be less known to system administrators.

	aACE Main Menu	Displays the aACE Main Menu in front of all other aACE windows.
	Sort Options	Displays further sorting options beyond column sorting.
	Admin Actions	Shows the Admin Actions Options drop-down list for that specific module. Accessible to system administrators.
	Search Options	Displays additional searching options.
	Expand	Expands the Log Entry for a particular system log.

Log Types

aACE automatically recognizes four types of system logs:

- Comment – When a team member comments on a record using the Comments field
- Debug – An error occurs involving a record or an automation cycle updates
- Edit – A team member updates part of a record
- Log – Other system changes, such as team member updating line item codes and associated accounts, addition of automation schedules, and team members logging in and out of aACE, etc