## Searching and Exporting Record Logs

Last Modified on 06/28/2022 4:56 pm EDT

This guide explains how to search and export record logs. It is intended for system administrators.

System administrators can search the entire aACE system for events in the record logs. This is valuable for system oversight. It can also help when you need to quickly find records you were recently working on.

- 1. Navigate from Main Menu > System Admin > System Logs.
- 2. Use the Quick Search bar to display the record changes you want to review (e.g. made by a certain user, made on a specific date, etc).
  - To display the actual record for a specific log entry, click that list item's **Go-to** arrow (>).
  - To display the actual records for all the currently displayed log entries, in the footer click **Related Records** > **Transactions**.

					System L	.ogs					8
Record: 5 of 51								New 🕂 Edit 🖋 Delete 🗶 Print 🖴		5 <b>7</b>	
Svet	em Logs										
Syst	en Logs								_	_	
•		NW			5/2022				_	a,	×
iii. Log	Module Record ID	TM	Company	Contact	Log Date/Tin	ne	Log Rec Type	Log Entry	_	_	-
98027	> NOTICE51188	> NW			05/11/22	03:24:37 PM	Log	Ned Walker MARKED the status for Ned Walker as	к,	×1	- 1
98028	> NOTICE51189	> NW			05/11/22	03:24:42 PM	Log	Ned Walker MARKED the status for Ned Walker as	к,	r,	- 1
98029	> JOBCOST50806	> NW			05/11/22	03:26:28 PM	Log	Ned Walker CREATED this job cost.		r,	- 1
98030	> 30350195	> NW	> 50105	> Amanda Denning	05/11/22	03:26:38 PM	Comment	Assembled the bundle.		7	-
98031	> TASK50464	> NW			05/11/22	03:26:45 PM	Log	Ned Walker marked this task as COMPLETE.		r,	- 1
98032	> TASK50465	> NW			05/11/22	03:26:45 PM	Log	Ned Walker marked this task as INCOMPLETE.		Ā	- 1
98033	> 30850197	> NW	> MSD	> Sam Patel	05/11/22	03:27:13 PM	Comment	Soldered the circuit boards. They are ready for testing.		r,	- 1
98036	> JOBCOST50807	> NW			05/11/22	03:27:18 PM	Log	Ned Walker CREATED this job cost.		r,	- 1
98037	> TASK50469	> NW			05/11/22	03:27:25 PM	Log	Ned Walker marked this task as COMPLETE.		r,	- 1
98038	> TASK50470	> NW			05/11/22	03:27:25 PM	Log	Ned Walker marked this task as INCOMPLETE.		R.	-
98041		> NW			05/11/22	03:30:02 PM	Log	Ned Walker logged OUT of aACE.		R,	-
98219		> NW			05/13/22	11:52:10 AM	Log	Ned Walker logged IN to aACE. (Caitlin Nascher @		Fr.	-
98220	> NOTICE51193	> NW			05/13/22	11:52:26 AM	Log	Ned Walker MARKED the status for Ned Walker as	**	r,	-
98221	> NOTICE51195	> NW			05/13/22	11:52:35 AM	Log	Ned Walker MARKED the status for Ned Walker as	***	r,	-
98222	> NOTICE51196	> NW			05/13/22	11:53:01 AM	Log	Ned Walker MARKED the status for Ned Walker as	к <sup>21</sup>	Ā	-
98223	> NOTICE51197	> NW			05/13/22	11:53:08 AM	Log	Ned Walker MARKED the status for Ned Walker as	к <sup>34</sup>	r,	-
98224	> JOBCOST50811	> NW			05/13/22	11:54:06 AM	Log	Ned Walker CREATED this job cost.		r,	-
98225	> JOB50197	> NW	> MSD	> Sam Patel	05/13/22	11:54:37 AM	Comment	Completed the mounting of components. Whiteboards		r,	-
98226	> TASK50472	> NW			05/13/22	11:54:45 AM	Log	Ned Walker marked this task as COMPLETE.		٣	-
98227	> TASK50473	> NW			05/13/22	11:54:45 AM	Log	Ned Walker marked this task as INCOMPLETE.		7	-
98230	> JOBCOST50812	> NW			05/13/22	12:04:37 PM	Log	Ned Walker CREATED this job cost.		R.	-
98231	> TASK50473	> NW			05/13/22	12:04:45 PM	Log	Ned Walker marked this task as COMPLETE.		r,	-
98232	Z TASK50474	> NW			05/13/22	12:04:45 PM	Log	Ned Walker marked this task as INCOMPLETE.		F <sub>K</sub>	-
Show AL	Related Records										

Note: This will open a separate window for each record.

## **Exporting Record Logs**

For an even more detailed view of a user's activity in the system, you can export a spreadsheet showing actions the user has taken. There are two methods for exporting this

data.

## **Exporting from the System Logs Module**

- 1. Navigate from Main Menu > System Admin > System Logs.
- 2. Use the Quick Search bar to display log records for the desired team member.
- 3. In the upper-right corner, click **Actions** > **Export System Logs**.

			System Logs						1		
Record: 1 of 2,579 New # Edit # Delete ★ P									Actions Send Notice Re: Li		
Syst	lem Logs								Export System	Logs	
0		КН							6		
Log	Module Record ID	TM	Company	Contact	Log Date/Time Log		Log Rec Type	Log Entry			
53535	> SHIP50058	> KH			04/09/20	03:56:49 PM	Log	Kristie Hernandez marked this shipment as SHIPPE	D. 🛪	ē —	
53536	> INV50028	> KH			04/09/20	03:56:51 PM	Log	Kristie Hernandez CREATED this invoice.	Ŕ	r –	
53537	> SHIP50058	> KH			04/09/20	03:56:51 PM	Log	AUTO-GENERATED Invoice #50028.	Ŕ	A -	
53538	> INV50028	> KH			04/09/20	03:56:52 PM	Log	Kristie Hernandez OPENED this invoice.	Ŕ	A -	
53539	> ORD50054	> KH			04/09/20	03:56:52 PM	Log	Kristie Hernandez AUTO-CLOSED this order via Inv	oice 🛪	A -	
53540	> RCPT50017	> KH			04/09/20	03:56:53 PM	Log	Kristie Hernandez CREATED this receipt.	R	A - 1	
53541	> RCPT50017	> KH			04/09/20	03:56:54 PM	Log	Kristie Hernandez successfully captured credit card	for x	A	
53542	> INV50028	> KH			04/09/20	03:56:54 PM	Log	Kristie Hernandez successfully captured credit card	for 🛪	A -	
53543	> ORD50054	> KH			04/09/20	03:56:54 PM	Log	Kristie Hernandez successfully captured credit card	for 🔊	A -	
53544	> RCPT50017	> KH			04/09/20	03-56-54 PM	Lon	Kristie Hernandez POSTED this receint	4	8 -	
Show All	Related Records 💌										

4. Save the export as needed.

## Exporting from the Team Member Module

This method merges archived records into the full report.

- 1. Navigate from Main Menu > Internal > Team Members.
- 2. Use the Quick Search bar to locate the desired team member.
- At the lower-right corner of the detail view, click Admin Actions ( ) > Export Team Member Logs.

Record: 1 of	1 lember:	Pete Mo	Neil (P	M)	New 🕂 Edit 🖋 Delete 🗙 Print 📾 Actions						
Member D	etails	Human Resourc	s (i	.,			Notices 🔒 Task	s 🖸 🛛 Emails 🔛	Docs		
General Info					Time / Expenses				,		
Photo Ti	tle				Timesheet Approver > Expense Approver >						
D	irector of Huma	n Resources			Pete McNeil		Denise James				
Ty	pe		Start Date	End Date	Do not create timeshee	+	+ - W/E				
E	mployee		04/24/04		Monday Tues	day Wednesday	y Thursday Friday	X Saturday X	Sunday		
.mail ete.mcneil@a	acmesolutions.c	om 🞽	SMS 5551800629@txt.att.net 📼		Code	Notes		D	efault 兴		
Email			SMS		Code	Notes		D	efault 🖂		
pete.mcneil@a	acmesolutions.c	om 🔛	5551800629@txt.att.net 🗭								
hone		Extension	Primary								
555) 418-9777	7	497	Direct								
Xirect Phone			Mobile								
(555) 321-5817			(555) 180-0629								
iest Way to R	leach										
office Info							Actions	ambar Loor			
Office >		Department		Supervisor >			Export ream m	amoer cogs			
aACME Education Solutions, Sales Pete McN			Pete McNeil			View Related Re Reassign All Re	ecord Summary lated Open and Pe	nding Reco			
									-		

4. At the confirmation dialog, click **Export**.