Searching and Exporting Record Logs

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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					-
Record	: 5 of 51							New 🖶 Edit 🖋 Delete 🗶 Print 📾	Actions 🛪	
Syste	em Logs									
		NW			5/2022				Q	ŀ
Log	Module Record ID	тм	Company	Contact	Log Date/Ti	me	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 и 4	
98028	> NOTICE51189	> NW			05/11/22	03:24:42 PM	Log	Ned Walker MARKED the status for Ned Walker as	^ر ۳ م	
98029	> JOBCOST50806	> NW			05/11/22	03:26:28 PM	Log	Ned Walker CREATED this job cost.	r _k	l
98030	> 30850195	> NW	> 50105	> Amanda Denning	05/11/22	03:26:38 PM	Comment	Assembled the bundle.	٣	
98031	> TASK50464	> NW			05/11/22	03:26:45 PM	Log	Ned Walker marked this task as COMPLETE.	r,	
98032	> TASK50465	> NW			05/11/22	03:26:45 PM	Log	Ned Walker marked this task as INCOMPLETE.	Fr.	
98033	> JOB50197	> NW	> MSD	> Sam Patel	05/11/22	03:27:13 PM	Comment	Soldered the circuit boards. They are ready for testing.	r,	
98036	> JOBCOST50807	> NW			05/11/22	03:27:18 PM	Log	Ned Walker CREATED this job cost.	r,	
98037	> TASK50469	> NW			05/11/22	03:27:25 PM	Log	Ned Walker marked this task as COMPLETE.	r,	
98038	> TASK50470	> NW			05/11/22	03:27:25 PM	Log	Ned Walker marked this task as INCOMPLETE.	r,	1
98041		> NW			05/11/22	03:30:02 PM	Log	Ned Walker logged OUT of aACE.	۳ _۲	
98219		> NW			05/13/22	11:52:10 AM	Log	Ned Walker logged IN to aACE. (Caitlin Nascher @	r _k	
98220	> NOTICE51193	> NW			05/13/22	11:52:26 AM	Log	Ned Walker MARKED the status for Ned Walker as	2 ⁷⁷ 3 ⁷	
98221	> NOTICE51195	> NW			05/13/22	11:52:35 AM	Log	Ned Walker MARKED the status for Ned Walker as	2 ⁷ 7	
98222	> NOTICE51196	> NW			05/13/22	11:53:01 AM	Log	Ned Walker MARKED the status for Ned Walker as	_и л л	1
98223	> NOTICE51197	> NW			05/13/22	11:53:08 AM	Log	Ned Walker MARKED the status for Ned Walker as	_к л д	
98224	> JOBCOST50811	> NW			05/13/22	11:54:06 AM	Log	Ned Walker CREATED this job cost.	r _k	l
98225	> JOB50197	> NW	> MSD	> Sam Patel	05/13/22	11:54:37 AM	Comment	Completed the mounting of components. Whiteboards	r _k	
98226	> TASK50472	> NW			05/13/22	11:54:45 AM	Log	Ned Walker marked this task as COMPLETE.	r,	
98227	> TASK50473	> NW			05/13/22	11:54:45 AM	Log	Ned Walker marked this task as INCOMPLETE.	r,	
98230	> JOBCOST50812	> NW			05/13/22	12:04:37 PM	Log	Ned Walker CREATED this job cost.	r _k	l
98231	> TASK50473	> NW			05/13/22	12:04:45 PM	Log	Ned Walker marked this task as COMPLETE.	r _k	
98232	LASK30474	> NW			05/13/22	12:04:45 PM	Loa	Ned Walker marked this task as INCOMPLETE.	R.	

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**.

2 Record	1 0/ 2 579							New 🗣 Edit 🖋 Delete 🗙 P Actions	
- Record	. 1 (1 2,379							Peddits	lotice Re:
Syste	em Logs								
0,000	Logo	КН						Export	System Lo
Log	Module Record ID	TM	Comments	Contact	Los Data (Ti		Inc. Ber Toma	Las Rober	q
Log	Module Record ID	114	Company	Contact	Log Date/Ti	me	Log Rec Type	Log Entry	
53535	> SHIP50058	> KH			04/09/20	03:56:49 PM	Log	Kristie Hernandez marked this shipment as SHIPPED.	r,
53536	> INV50028	> KH			04/09/20	03:56:51 PM	Log	Kristie Hernandez CREATED this invoice.	r,
53537	> SHIP50058	> KH			04/09/20	03:56:51 PM	Log	AUTO-GENERATED Invoice #50028.	PK.
53538	> INV50028	> KH			04/09/20	03:56:52 PM	Log	Kristie Hernandez OPENED this invoice.	R.
53539	> ORD50054	> KH			04/09/20	03:56:52 PM	Log	Kristie Hernandez AUTO-CLOSED this order via Invoice	R.
53540	> RCPT50017	> KH			04/09/20	03:56:53 PM	Log	Kristie Hernandez CREATED this receipt.	R.
53541	> RCPT50017	> KH			04/09/20	03:56:54 PM	Log	Kristie Hernandez successfully captured credit card for	R.
53542	> INV50028	> KH			04/09/20	03:56:54 PM	Log	Kristie Hernandez successfully captured credit card for	R.
53543	> ORD50054	> KH			04/09/20	03:56:54 PM	Log	Kristie Hernandez successfully captured credit card for	R.
53544	> RCPT50017	> KH			04/09/20	03-56-54 PM	Lon	Kristie Hernandez POSTED this receint	- 21

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							New 🕂 Edit 🖋 Deleti	e 🗶 Print 🗟 Actions 🖈	
Team	Member	Pete Mo	cNeil (P	M)					ACTIVE	
Memb	er Details	Human Resourc	es					Notices 🕘 🛛 Tasks 🗹	Emails 🞽 🛛 Docs 🤅	
General Ir	ifo				т	ime / Expenses			×	
Photo	Title				Timesheet Approver >			Expense Approver >		
	Director of Huma	an Resources				Pete McNeil		Denise James		
	Туре		Start Date	End Date		Do not create timeshee	its on:		+ - W/E	
	Employee		04/24/04			Monday Tues	aday 🗌 Wednesday	Thursday Friday X		
Contact Info Email		SMS			Code	Notes		Default 💥		
		SMS \$5551800629@txt.att.net \$		•	Code	Notes		Default 💥		
				-						
Phone Extension (555) 418-9777 497		Primary Direct								
		157								
Direct Phone (555) 321-5817		Mobile (555) 180-0629								
(222) 251-2011		(222) 100-0053								
Best Way	to Reach									
best way	to reach									
								(
Office Info								Actions Export Team Member	ar Loop	
Office > Department			Supervisor >							
aACME Education Solutions, Sales		Pete McNeil					View Related Record	,		
								Reassion All Related	Open and Pending Record	

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