

Searching and Exporting Record Logs

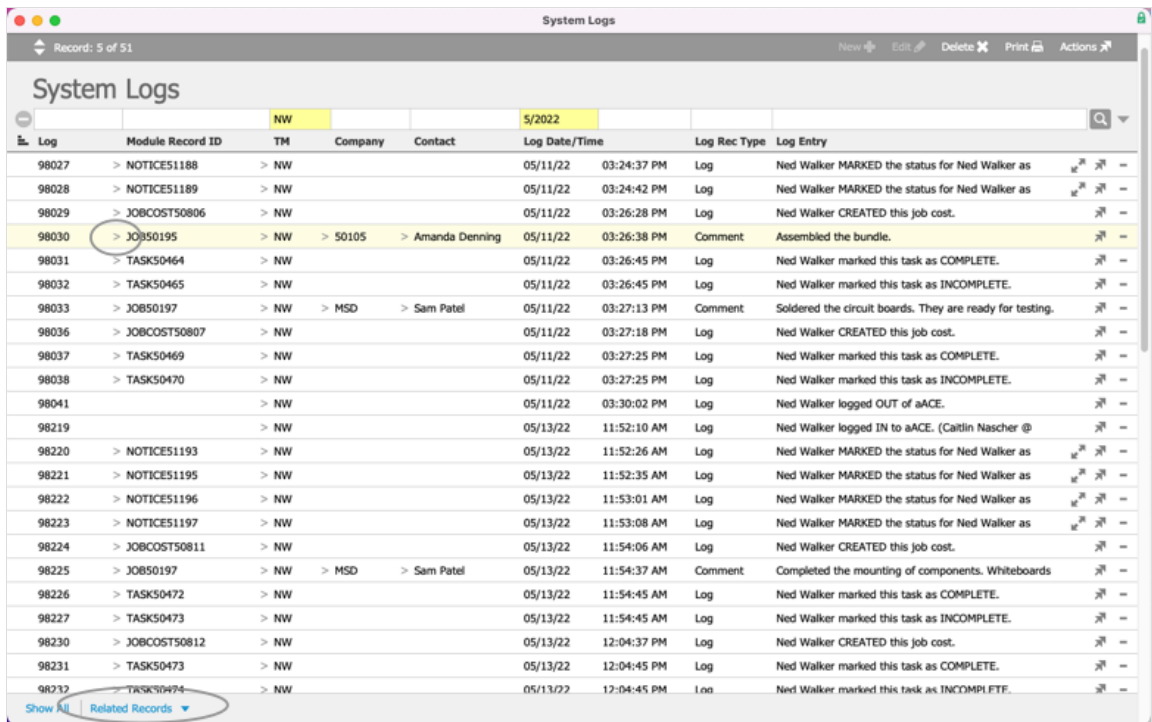
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This guide explains how to search and export record logs. It is intended for system administrators.

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).
 - o To display the actual record for a specific log entry, click that list item's **Go-to** arrow (>).
 - o To display the actual records for all the currently displayed log entries, in the footer click **Related Records > Transactions**.

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



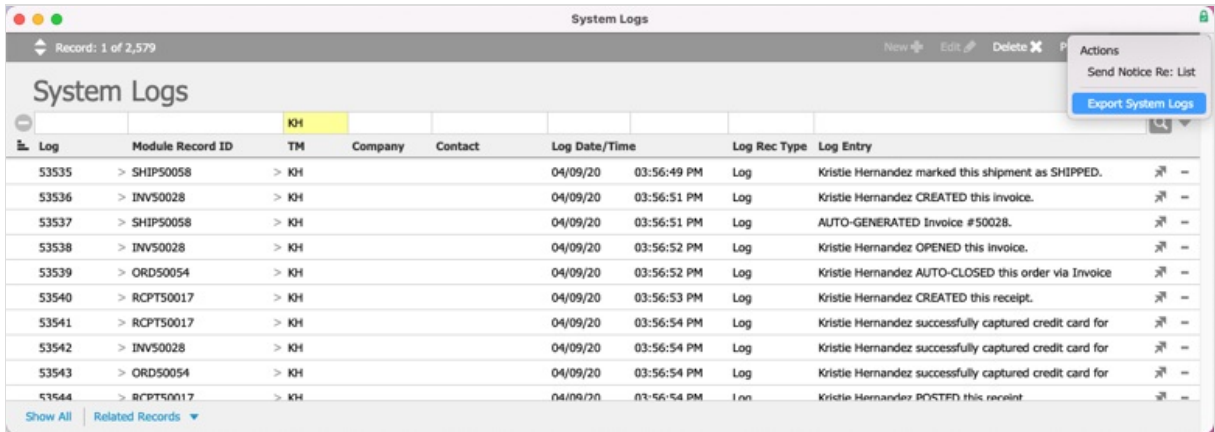
Exporting Record Logs

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**.



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.
3. At the lower-right corner of the detail view, click **Admin Actions (⚙) > Export Team Member Logs**.

The screenshot displays the 'Team Member: Pete McNeil (PM)' profile page. The page is titled 'Team Members' and shows 'Record: 1 of 1'. The profile is currently 'ACTIVE'. The main content is divided into several sections:

- General Info:** Includes fields for Photo, Title (Director of Human Resources), Type (Employee), Start Date (04/24/04), and End Date.
- Contact Info:** Lists Email (pete.mcneil@aacmesolutions.com), SMS (5551800629@bt.att.net), Phone ((555) 418-9777), Extension (497), Primary (Direct), Direct Phone ((555) 321-5817), and Mobile ((555) 180-0629).
- Best Way to Reach:** A text area for specifying preferred contact methods.
- Office Info:** Shows Office (aACME Education Solutions), Department (Sales), and Supervisor (Pete McNeil).
- Time / Expenses:** Includes Timesheet Approver (Pete McNeil) and Expense Approver (Denise James). It also has checkboxes for 'Do not create timesheets on:' with options for Monday through Sunday.
- Timesheet Line Item Codes:** A table with columns for Code, Notes, and Default.

An 'Actions' menu is open in the bottom right corner, with the following options:

- Export Team Member Logs (highlighted)
- View Related Record Summary
- Reassign All Related Open and Pending Records

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