Searching and Exporting Record Logs

Last Modified on 01/14/2019 12:40 pm EST

You can search your entire aACE system for events in the record logs. This is valuable for system oversight. It can also help users quickly find records they were recently working on.

1. Navigate to **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 log entry, click that list item's **Goto** arrow (>).
   - To display all the currently listed records, in the bottom-left click **Related Records** > **Transactions**.
     Note: This opens a new 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.

From the System Logs Module

1. Navigate to **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.

From the Team Member Module

This method merges archived records into the full report.

1. Navigate to **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 the **Admin Actions** icon ( ), then select **Export Team Member Log**.