

Recording and editing history

Almost all records or editing made in the OZOLS TMS are logged and their history can be viewed.

Record history information:

1. **when and who added** the record ;
2. **when and who opened/viewed** the record ;
3. when and by whom the record has been **edited** and specifically **what changes** have been made.

To view Record history:

1. Open the desired window and **press the key combination Ctrl+i**
2. Record info displays which user created, edited or viewed the data
3. If the text "**Edited**" is next to the record, then you can open additional information about the history of the record with a double click.

The screenshot shows the 'Record info - Client order' window. At the top, it displays the Record ID (364), Record created (demo (Demo) on 03.05.2022 12:28:54), and Record edited (demo (Demo) on 10.05.2022 16:53:22). Below this is a 'Record history' table with columns for Time, User, and Action. The table lists several records, with the most recent one (10.05.2022 08:40:21) highlighted in blue and labeled 'Edited; Delivered to Terminal'. A red arrow points from this record to a detailed view window that shows the record's description: 'Delivered to Terminal: 09.05.2022 00:00 -> 01.01.1900 00:00'.

Time	User	Action
02.09.2022 16:13:41	demo (Demo)	MY2
10.05.2022 15:12:07	demo (Demo)	MY2
10.05.2022 08:41:29	demo (Demo)	MY2
10.05.2022 08:40:21	demo (Demo)	Edited; Delivered to Terminal
10.05.2022 08:40:13	demo (Demo)	MY2
10.05.2022 08:40:05	demo (Demo)	MY2
10.05.2022 08:39:50	demo (Demo)	MY2
10.05.2022 08:39:43	demo (Demo)	MY2
10.05.2022 08:39:30	demo (Demo)	MY2
09.05.2022 15:32:38	demo (Demo)	MY2
09.05.2022 15:31:12	demo (Demo)	MY2
09.05.2022 15:30:20	demo (Demo)	MY2
09.05.2022 15:12:56	demo (Demo)	MY2

Revision #2

Created Fri, Sep 2, 2022 1:04 PM by [Janis Veldre](#)

Updated Tue, Oct 25, 2022 7:29 AM by [Janis Veldre](#)