

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 in the OZOLS TMS. The window displays record details for Record ID 364, created by 'demo (Demo)' on 03.05.2022 12:28:54, and edited by 'demo (Demo)' on 10.05.2022 16:53:22. Below this is a 'Record history' table with columns for timestamp, user, and action. The table lists several 'Viewed' actions and one 'Edited; Delivered to Terminal' action on 10.05.2022 08:40:21. A red box highlights this row, and a red arrow points to it from a smaller, detailed 'Record info - Client order' window that is open over the main window. This detailed window shows the record ID 364, the timestamp 10.05.2022 08:40:21, and the user 'demo (Demo)'. The description field shows the change: 'Delivered to Terminal: 09.05.2022 00:00 -> 01.01.1900 00:00'.

Record history		
02.09.2022 16:13:41	demo (Demo)	MY2 Viewed
10.05.2022 15:12:07	demo (Demo)	MY2 Viewed
10.05.2022 08:41:29	demo (Demo)	MY2 Viewed
10.05.2022 08:40:21	demo (Demo)	159.148.86.71 Edited; Delivered to Terminal
10.05.2022 08:40:13	demo (Demo)	MY2 Viewed
10.05.2022 08:40:05		
10.05.2022 08:39:50		
10.05.2022 08:39:50		
10.05.2022 08:39:43		
10.05.2022 08:39:30		
09.05.2022 15:32:38		
09.05.2022 15:31:12		
09.05.2022 15:30:20		
09.05.2022 15:12:56		

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