

# 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 Date, User, and Action. The table lists several 'Viewed' actions by 'demo (Demo)' and one 'Edited; Delivered to Terminal' action by '159.148.86.71' on 10.05.2022 08:40:21. A red box highlights this edited record, and a red arrow points to a secondary window that provides more details about this specific edit.

Date	User	Action
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

The secondary window shows the following details for the selected record:

Record	Date	User
364	10.05.2022 08:40:21	demo (Demo)

Description: Delivered to Terminal: 09.05.2022 00:00 -> 01.01.1900 00:00

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