

# 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 displays the 'Record info - Client order' window. At the top, the Record ID is 364. Below, it shows the record was created by 'demo (Demo)' on 03.05.2022 12:28:54 and edited by 'demo (Demo)' on 10.05.2022 16:53:22. The 'Record history' table lists several actions:

Timestamp	User	Details	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
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			

A red box highlights the record from 10.05.2022 08:40:21. A double-click on this record opens a smaller 'Record info - Client order' window. This window shows the record ID 364, the timestamp 10.05.2022 08:40:21, and the user 'demo (Demo)'. The description field contains the text: 'Delivered to Terminal: 09.05.2022 00:00 -> 01.01.1900 00:00'.

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