

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, it shows the Record ID as 364, the Record created by 'demo (Demo)' on 03.05.2022 12:28:54, and the Record edited by '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 '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 specific history entry. A red arrow points from this entry to a secondary 'Record info - Client order' window that is open. This secondary window shows the details for the selected record: Record ID 364, timestamp 10.05.2022 08:40:21, and user 'demo (Demo)'. The Description field contains the text '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 08:39:43		
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		

Record info - Client order			
Record	364	10.05.2022 08:40:21	demo (Demo)
Description	Delivered to Terminal: 09.05.2022 00:00 -> 01.01.1900 00:00		

Revision #2

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