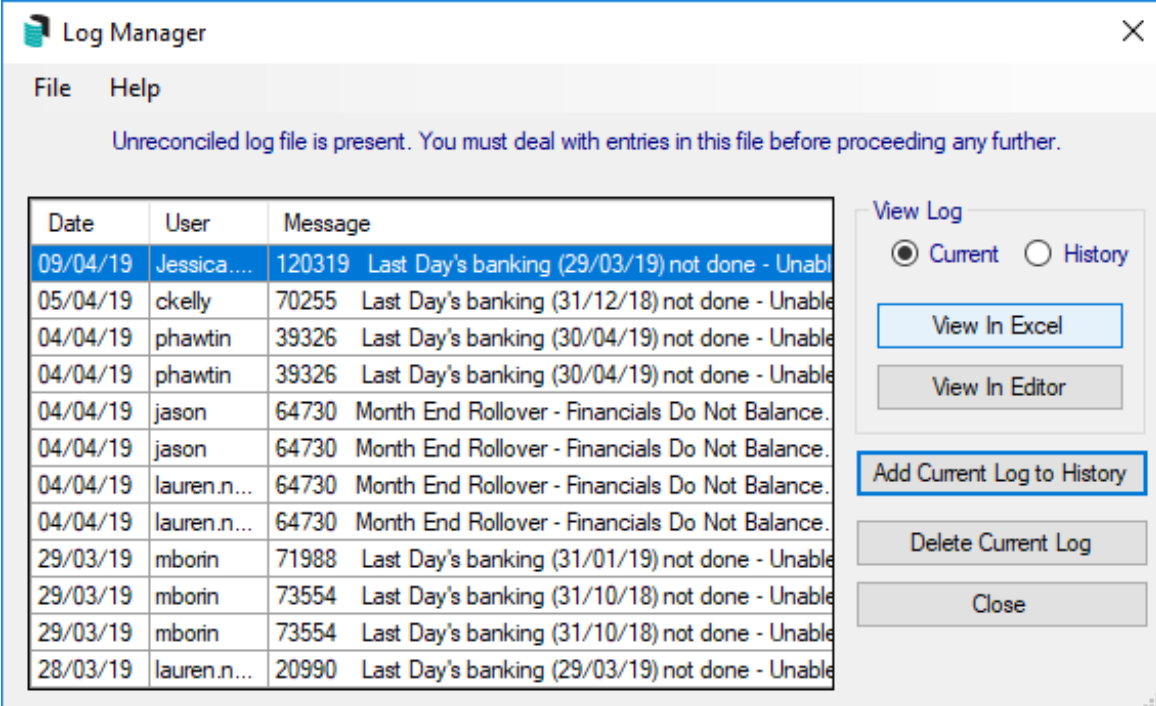


Insert Topic - Log Manager

Last Modified on 16/04/2019 9:06 am AEST

The Log Manager displays a log of items to attend to. When the book icon is present on the *Log Manager* button in the **EBMax** menu, there is a log to check. Once checked, and the buildings recorded for the current day's file, it should be added to the history or deleted. This will ensure the Log is up to date, which will make it easier to view and process. If the user does not click *Add Log File to History*, it will become bloated and difficult to read, and the earliest date will be the first log viewed, which will not be the current log.



Date	User	Message
09/04/19	Jessica....	120319 Last Day's banking (29/03/19) not done - Unabl
05/04/19	ckelly	70255 Last Day's banking (31/12/18) not done - Unabl
04/04/19	phawtin	39326 Last Day's banking (30/04/19) not done - Unabl
04/04/19	phawtin	39326 Last Day's banking (30/04/19) not done - Unabl
04/04/19	jason	64730 Month End Rollover - Financials Do Not Balance.
04/04/19	jason	64730 Month End Rollover - Financials Do Not Balance.
04/04/19	lauren.n...	64730 Month End Rollover - Financials Do Not Balance.
04/04/19	lauren.n...	64730 Month End Rollover - Financials Do Not Balance.
29/03/19	mborin	71988 Last Day's banking (31/01/19) not done - Unabl
29/03/19	mborin	73554 Last Day's banking (31/10/18) not done - Unabl
29/03/19	mborin	73554 Last Day's banking (31/10/18) not done - Unabl
28/03/19	lauren.n...	20990 Last Day's banking (29/03/19) not done - Unabl

View Log

Current displays the current log messages.

History displays the historical log messages.

View In Excel

Displays the information in Excel.

View in Editor

Displays the information in a Notepad window.

Add Current Log to History

Recommended will the current log to history. This is a recommended action to ensure only current messages are being viewed when reviewing the log.

Delete Current Log

Not recommended this will delete the current log.

Close

Will close the Log Manager window.