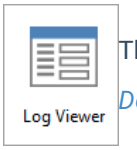
Log Viewer

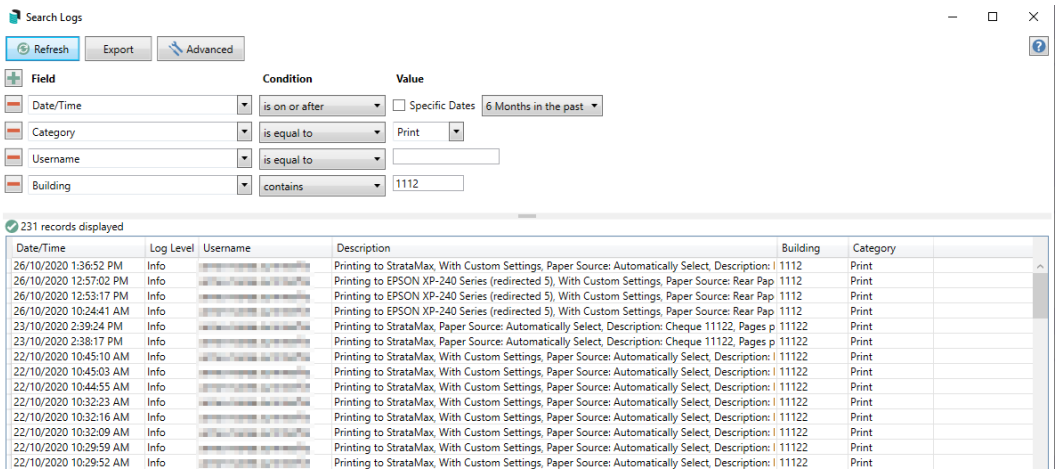
Last Modified on 04/03/2024 3:01 pm AEST



The instructions in this article relate to ***Log Viewer.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Generally used by the StrataMax Support to troubleshoot issues, however it can be a useful tool for determining when or who has completed certain processes in StrataMax. The ***Log Viewer*** in StrataMax has been designed to give users the freedom to apply more refined selections making searches quicker and results easier to review.

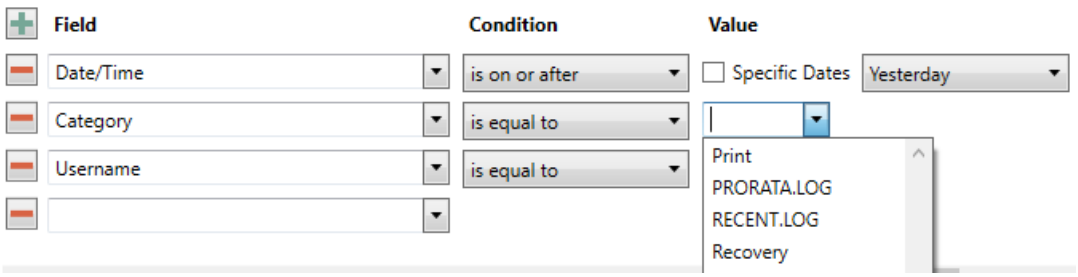
Log Viewer Video



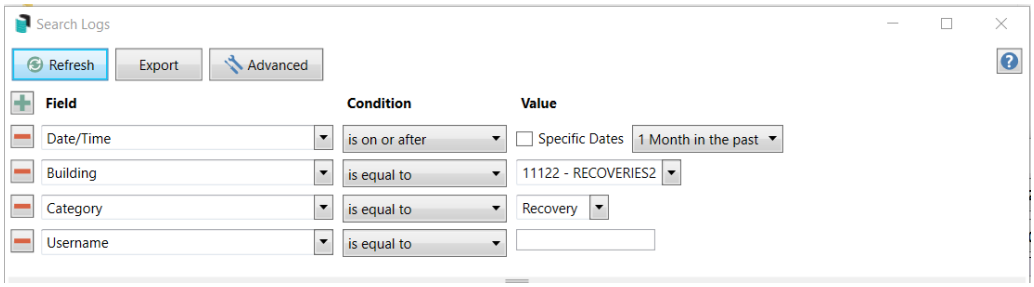
Search fields can be filtered by *Building*, *Category*, *Date / Time*, *Description*, *ID*, *Log Level* and *Username*. The term 'Table' has been replaced by the term 'Category' and can also be filtered. Some of the common categories used for searching includes:

- Crdent (Creditor invoices entered and edited)
- Invent (Invoices entered and edited)
- Genent (Journals entered and edited)
- Rolled (Roll Changes however to view specific Contact Card fields that were changed select View History in Contact Card)
- TaskMax (Finalised & Cancelled Work Orders)

- BankAccSetup (Bank Account Setup changes)
- Compliance (Changes to Compliance configuration and any overrides)
- Configuration (Changes to various Configuration settings)
- DocMax (Deleting of documents & Prefill confirmation)
- Invdupoverri (Invoice duplicate test override)
- InvoiceHold (Creditor Invoice on hold / Ok to Pay)
- Manfee (Management Fees entered, edited & charged and Disbursement setup)
- Officer (Office Bearer changes)

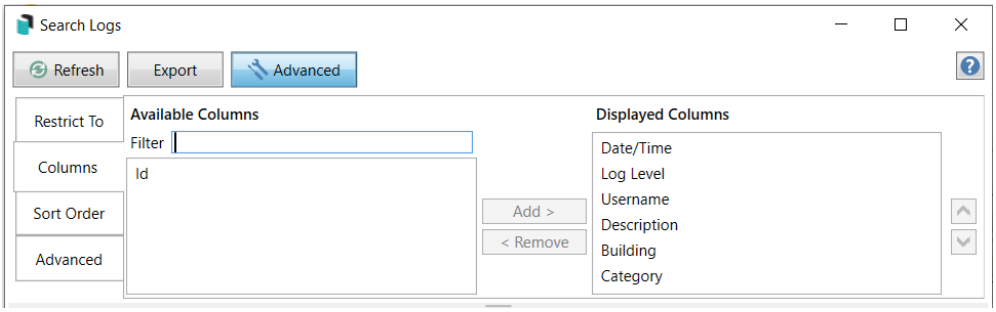


Add or remove fields by clicking the plus and minus function buttons. Combinations of these fields conditions and values can be used to further drill down or return more results.

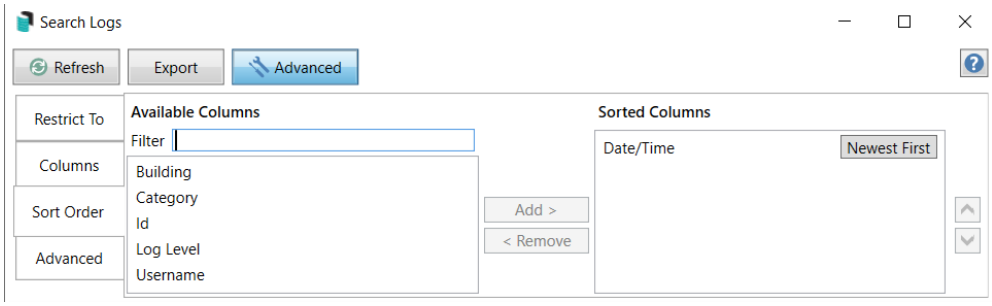


Select ‘Advanced’ to see the following options”.

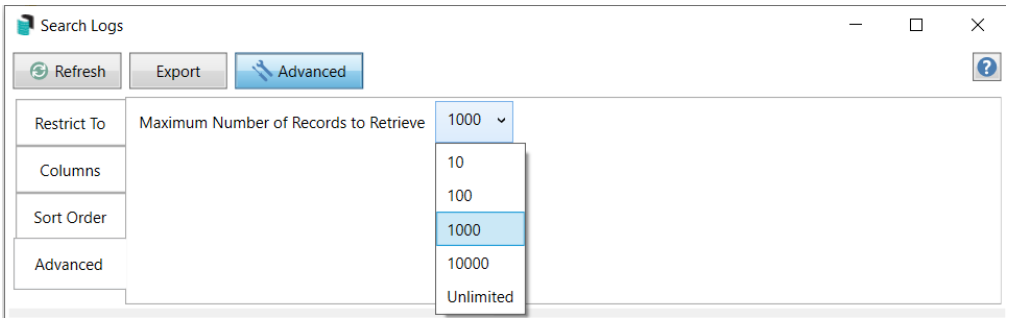
Add or Remove columns to be displayed in the results panel list:



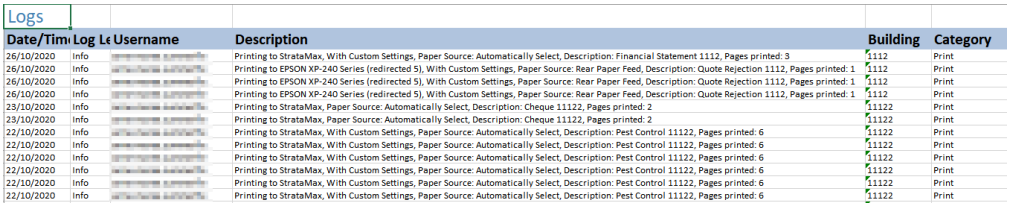
Alter the sort order in the results panel list:



Change the number of records returned (default is 1000):



Click ‘Export’ to export results to Excel:



Logs

Date/Tim	Log Le	Username	Description	Building	Category
26/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Financial Statement 1112, Pages printed: 3	1112	Print
26/10/2020	Info	[redacted]	Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Paper Feed, Description: Quote Rejection 1112, Pages printed: 1	1112	Print
26/10/2020	Info	[redacted]	Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Paper Feed, Description: Quote Rejection 1112, Pages printed: 1	1112	Print
26/10/2020	Info	[redacted]	Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Paper Feed, Description: Quote Rejection 1112, Pages printed: 1	1112	Print
23/10/2020	Info	[redacted]	Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages printed: 2	11122	Print
23/10/2020	Info	[redacted]	Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages printed: 2	11122	Print
22/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print

Sorting via the results panel is disabled and should be set in the Advanced filter screen.

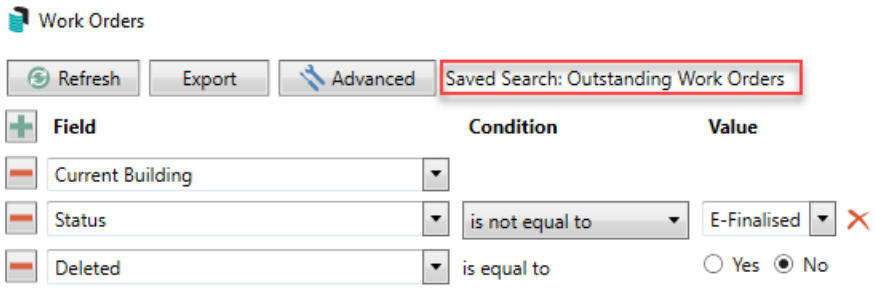
Log Viewer | Saved Searches

'Saved Searches' are designed for convenience so that you can save a selection of fields, columns, and a specific sort order so that it can be loaded later.

'Saved Searches' can also be set as the 'default' search for the selected screen. This means that the selection of fields, columns, and specific sort order will be the one chosen whenever the menu screen/icon is selected.

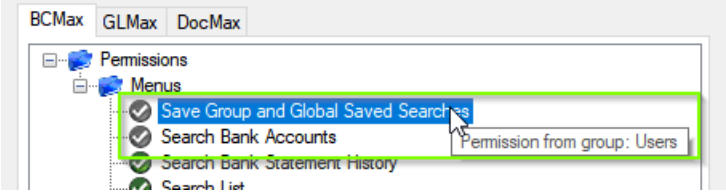
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

If a Saved Search is loaded/opened this will be noted at the top of the search screen.

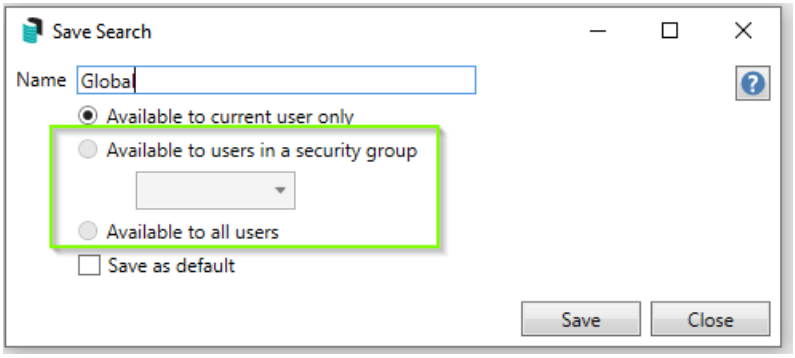


Saved Searches | Security Setup Permissions

A security permission will either allow or deny individual *Users* or *User Groups* access to create or delete a search. The permission is called 'Save Group and Saved Searches' under the 'Menus' category in ***Security Setup***. You can also type the word 'Search' into the filter field and click the *Filter* button to see the permission.



If the *User* or *User Group* do not have the permission set to 'Allow' then the ability to save a search for all users or a user group will be inactive.



Saved Searches | Set up a new Saved Search

1. Configure the required fields and click the *Refresh* button to display the required data.
    - Optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
2. Click the *Refresh* button to display the data.
3. Click the *Save Search As* button, and the 'Save Search' window will appear.
4. Enter a 'Name'.

5. Select one of the three radio buttons, depending on your requirement:
    - *Available to current user only* will save the search for the current user only.
    - *Available to users in security group* will save the search for the *User Group* selected from the drop-down (this radio button is only available if you have the right permission, and the *User Groups* available in this list are limited to the *User Groups* that you are a member of).
    - *Available to all users* will save the search for all StrataMax users (this radio button is only available if you have the right permission).
6. Optionally tick the *Save as default* box to load this 'Saved Search' whenever the menu screen/icon is opened.

Saved Searches | Load or Delete a Saved Search

1. At the bottom of the screen, click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button to load the *Saved Search*, or click the red cross button to delete the *Saved Search*.
3. If you click the *Load* button, the 'Load Search' window will disappear, and the screen will refresh automatically and load the *Saved Search* data.
4. If you click the *Delete* button, a confirmation pop-up will appear; Click *Yes* to confirm the deletion.

When a Saved Search is loaded/opened, the Saved Search name will be noted at the top of the search screen.

Saved Searches | Edit a Saved Search

1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required fields, and optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
4. Click the *Refresh* button to display and check the data.
5. Click the *Save Search* button to save the applied changes.