

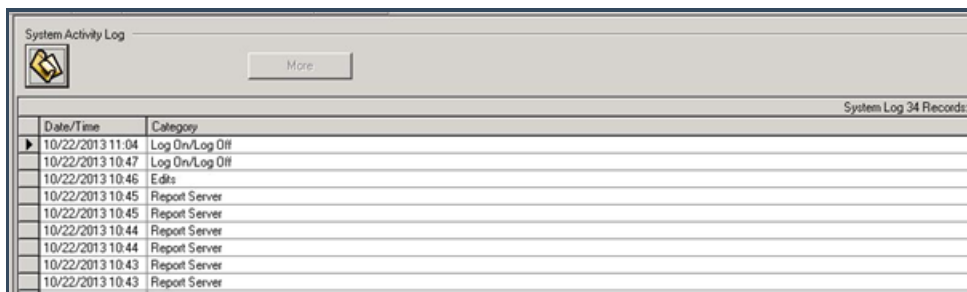
SWS - Forms in the Tools Menu - System Log

The **System Log** provides users with details of a specific user's activity on Manitou. Supervisors can also view user activities with the Report Server, Publisher, and Watchdog Messages. See this [System Log](#) article for using the feature within the Web client.

Viewing the System Log

Navigate to the Tools menu and select "System Log".

Result: The "System Activity Log" screen displays as shown in the following screenshot:



Date/Time	Category
10/22/2013 11:04	Log On/Log Off
10/22/2013 10:47	Log On/Log Off
10/22/2013 10:46	Edits
10/22/2013 10:45	Report Server
10/22/2013 10:45	Report Server
10/22/2013 10:44	Report Server
10/22/2013 10:44	Report Server
10/22/2013 10:44	Report Server
10/22/2013 10:43	Report Server
10/22/2013 10:43	Report Server

Note: The System Activity Log screen displays up to 300 listings. If more than 300 listings are available, click "**More**" to display the additional listings.

Note: Once the System Activity Log displays, the system does not automatically update it until you click the "**Refresh**" button displayed in the following screenshot:



The System Log Filter

A user can narrow the System Activity Log list by using a filter.

To access filter options, click the Filter tab located at the bottom left of the "System Activity Log" screen.

Result: The System Log Filter screen displays as shown in the following screenshot:

The image shows a 'Date and Time' filter dialog box. It is divided into two main sections: 'Date and Time' and 'Other'.
In the 'Date and Time' section:
- 'Date From' is set to 10/22/2013.
- 'Date To' is set to 10/22/2013.
- 'Time' is set to 00:00:00.
- 'Time Zone' is set to Mountain Time (US & Canada).
- The 'Reverse' checkbox is checked.
- The 'Time Range' and 'Except Time' checkboxes are unchecked.
In the 'Other' section:
- There are three dropdown menus for 'Category', 'Qualifier', and 'User Id'.
- Each dropdown menu has a corresponding 'Except' checkbox (Except Category, Except Qualifier, Except User), all of which are unchecked.
At the bottom of the dialog are two buttons: 'Search' and 'Clear'.

Select the filters you want to apply to your System Activity Log list and click **"Search"**.

Result: Your filtered search results display.

Date and Time Filter Options

A user can set the date and time search parameters using the date and time fields.

The "Reverse" checkbox is selected by default. This selection displays the system's most recent activity at the top of the list. To display the oldest activity first, deselect the "Reverse" checkbox.

To display all activity for a date range except that which occurred during a certain time window, select the "Except Time" checkbox.

Other Filter Options

To display only a certain type of user activity, select that activity from the "Category:" dropdown menu.

A user can further limit search results to the activity of a specific user by selecting that user from the "User Id:" dropdown menu.

To display all activity except that of a certain type or by a certain user, select the "Except Category" or "Except User" checkboxes.