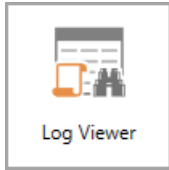


# Log Viewer

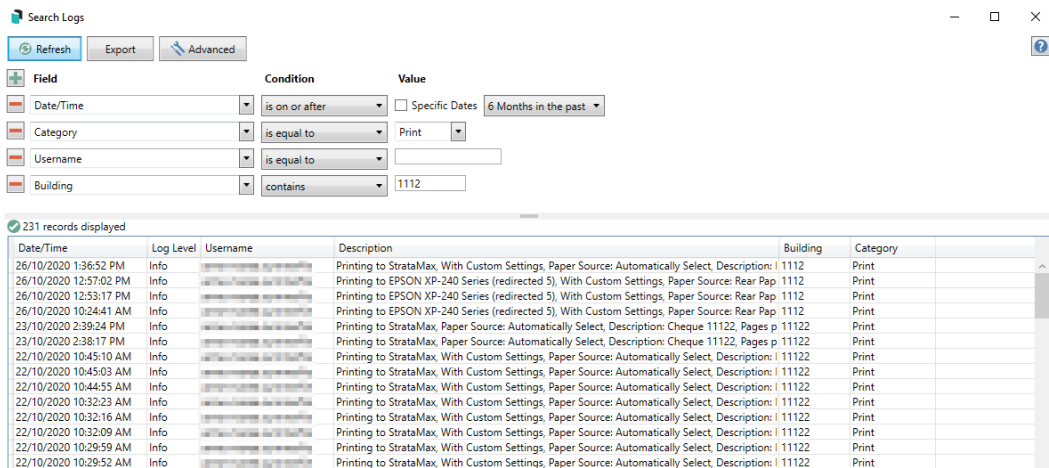
Last Modified on 27/09/2024 11:30 am AEST



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



The screenshot shows the 'Search Logs' window with the following search criteria:

- Field: Date/Time, Condition: is on or after, Value: 6 Months in the past
- Field: Category, Condition: is equal to, Value: Print
- Field: Username, Condition: is equal to, Value: (empty)
- Field: Building, Condition: contains, Value: 1112

231 records displayed

Date/Time	Log Level	Username	Description	Building	Category
26/10/2020 1:36:52 PM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I 1112	1112	Print
26/10/2020 12:57:02 PM	Info	[redacted]	Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Pap	1112	Print
26/10/2020 12:53:17 PM	Info	[redacted]	Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Pap	1112	Print
26/10/2020 10:24:41 AM	Info	[redacted]	Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Pap	1112	Print
23/10/2020 2:39:24 PM	Info	[redacted]	Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages p	11122	Print
23/10/2020 2:38:17 PM	Info	[redacted]	Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages p	11122	Print
22/10/2020 10:45:10 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:45:03 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:44:55 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:32:23 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:32:16 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:32:09 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:29:59 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print
22/10/2020 10:29:52 AM	Info	[redacted]	Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I	11122	Print

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)

Field	Condition	Value
Date/Time	is on or after	<input type="checkbox"/> Specific Dates Yesterday
Category	is equal to	
Username	is equal to	

Print  
PRORATA.LOG  
RECENT.LOG  
Recovery

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.

Search Logs

Refresh Export Advanced

Field	Condition	Value
Date/Time	is on or after	<input type="checkbox"/> Specific Dates 1 Month in the past
Building	is equal to	11122 - RECOVERIES2
Category	is equal to	Recovery
Username	is equal to	

Select 'Advanced' to see the following options".

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

Search Logs

Refresh Export Advanced

Restrict To

Columns

Sort Order

Advanced

Available Columns

Filter

Id

Add >

< Remove

Displayed Columns

Date/Time

Log Level

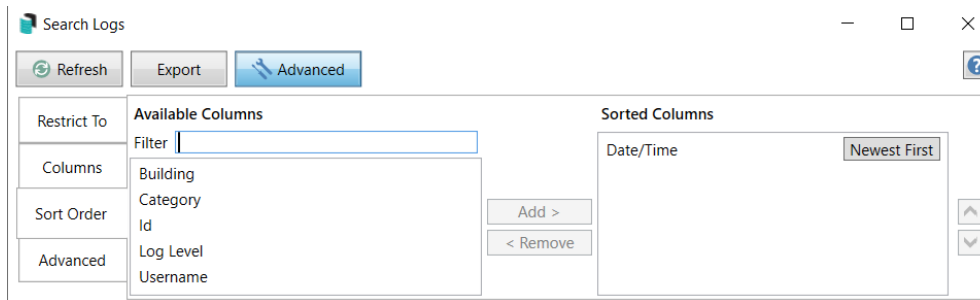
Username

Description

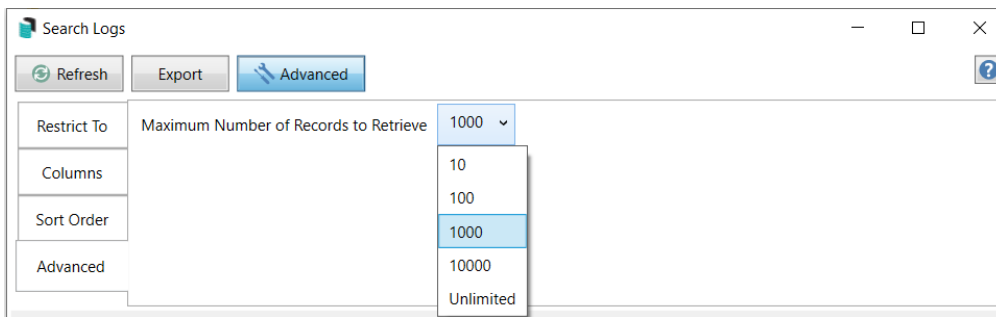
Building

Category

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/Time	Log Lc	Username	Description	Building	Category
26/10/2020	Info		Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Financial Statement 1112, Pages printed: 3	1112	Print
26/10/2020	Info		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		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		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
29/10/2020	Info		Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages printed: 2	11122	Print
29/10/2020	Info		Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages printed: 2	11122	Print
22/10/2020	Info		Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info		Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info		Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info		Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info		Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6	11122	Print
22/10/2020	Info		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.

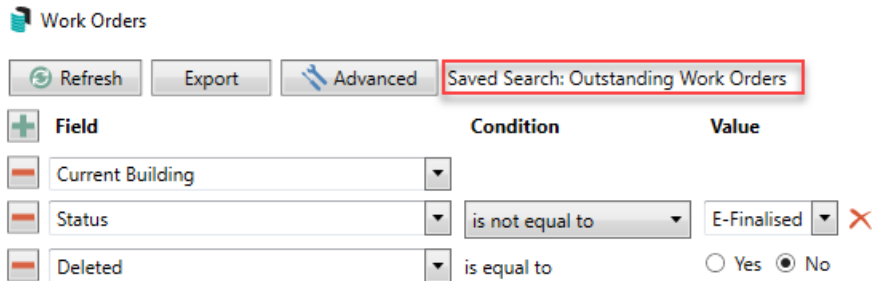
## Log Viewer | Saved Searches

'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.

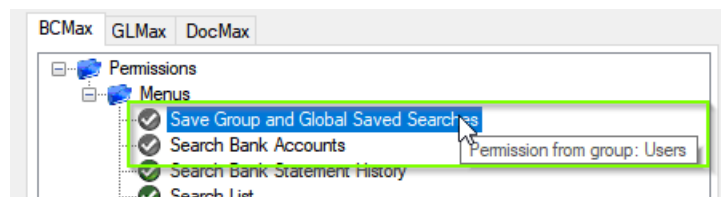
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

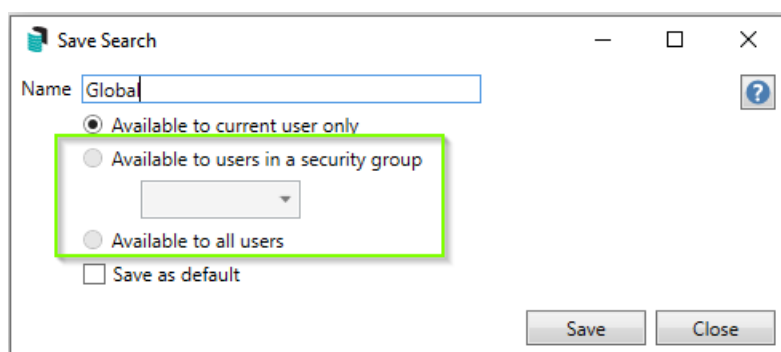


## Saved Searches | Security Setup Permissions

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

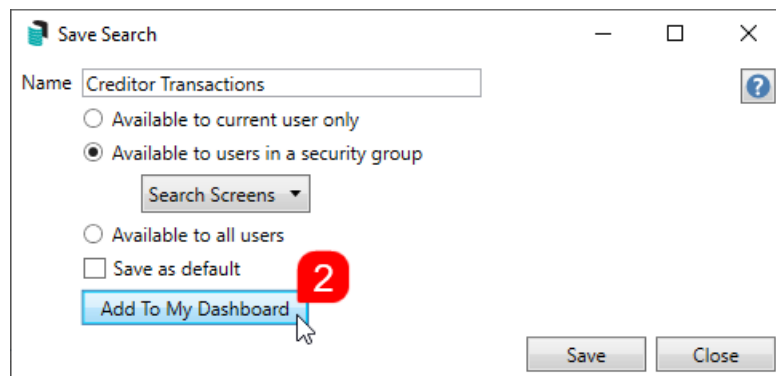
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required 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.

## Saved Searches | Add To My Dashboard

There is the option to add certain searches to your own **Dashboard**. This is limited to your own **Dashboard** only (you cannot add it to the **Dashboard** of another user or group), and only available in these specific 'Search' screens:

- [Search Office Bearers](#)
- [Search Bank Accounts](#)
- [Search Creditor Invoice Items](#)
- [Search Work Orders](#)
- [Search Quotes](#)
- [Search Building](#)
- [Search Inspections](#)
- [Search Levies](#)
- [Management Fees Report](#)

1. Follow the steps to set up a new Saved Search, or edit a Saved Search (see the two relevant sections above).
2. In the 'Save Search' window, click the *Add To My Dashboard* button.



3. The 'Dashboard Configuration' window will then appear.
4. The *Report* drop-down menu cannot be changed from 'Saved Search'.
5. The *Display Title* can be changed to whatever is required.
6. Choose the *Display Type* that is preferred. See [Display Types](#) for more information.
7. Tick *Show On Desktop* if preferred.
8. Depending on which *Display Type* was chosen, the fields for the different number values will change. Observe the *Preview* to assist with picking the right number values suited to the *Display Type*.
9. Click the *Save* button.
10. Back in the 'Save Search' screen, there are now buttons to *Edit Dashboard* and *Delete Dashboard*.
11. Click the *Close* buttons on any remaining screens.

## Examples of Searches for Dashboard

The below are some examples of saved searches that can be used as a dashboard to either prompt based on

particular dates or to provide quick access to information & reporting. Examples are reliant on fields being populated with data and information as part of your processes and your particular setup of Restrict To, Display Columns and Sort Order may vary to suit your requirements.

### Last AGM where minutes have not been sent (Search Buildings)

Restrict To:

Field	Condition	Value
Building Name	starts with	
AGM Last Meeting Date/Time	is on or before	<input type="checkbox"/> Specific Dates 2 weeks in the past
AGM Last Meeting Minutes Sent	is empty	

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Account Manager
- AGM Last Meeting Date/Time
- AGM Last Meeting Minutes Sent

### Assigned Team Members (Search Buildings)

Restrict To: No requirements however you may filter by Account Manager for example

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Account Manager
- Account Manager Assistant Name
- Strata Finance Manager Name
- Asset Manager Name

### Term Deposits maturing in next 30 days where no instruction has been provided (Search Bank Accounts)

Restrict To:

Field	Condition	Value
Building Number	is equal to	
Status	is not equal to	Removed
Account Code	is not equal to	012 - CASH AT BANK
TD Maturity Date	is in the next 30 days	
TD Renewal Instruction	is empty	

Displayed Columns:

Displayed Columns
Bank
Account Number
Building Number
Building Name
Account Manager
Bank Account Name
TD Maturity Date
TD Interest Rate
TD Start Date
TD Renewal Instruction

Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

Field	Condition	Value
<input type="checkbox"/> Invoice Hub Status	is equal to	Uploaded <input type="checkbox"/>
<input type="checkbox"/> Invoice Date	is on or before	<input type="checkbox"/> Specific Dates 1 Month in the past

Displayed Columns:

Displayed Columns
Building Number
Building Name
Reference
Invoice Date
Invoice Amount
Invoice Number
Invoice Hub Status
Creditor Code
Creditor Name
Expense Code
Expense Name

Creditor Invoices on hold & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

Field	Condition	Value
<input type="checkbox"/> Invoice Date	is on or after	<input type="checkbox"/> Specific Dates 1 Month in the past
<input type="checkbox"/> On Hold	is equal to	<input checked="" type="radio"/> Yes <input type="radio"/> No

Displayed Columns:



#### Displayed Columns

- Building Number
- Building Name
- Reference
- Invoice Date
- Invoice Amount
- Invoice Number
- On Hold
- Invoice Hub Status
- Creditor Code
- Creditor Name
- Expense Code

### Inspections due in next 30 days (Search Inspections)

Restrict To: setting the category to specific values allows dashboards specific to inspection types.

+	Field	Condition	Value
-	Category	is equal to	Sinking Fund Forecast <span style="color: red;">✕</span>
-	Next Due	is in the next 30 days	

Displayed Columns:

#### Displayed Columns

- Building Number
- Building Name
- Category
- Period
- Next Due
- Last Due
- Inspected By Code
- Inspected By Name
- Result
- Result Rating

### Identify Creditors with no Compliance Code that have had recent activity

Restrict To:

+	Field	Condition	Value
-	Compliance Short Name	is empty	
-	Last Activity	is in the last 7 days	

Displayed Columns:

#### Displayed Columns

Building Name
Building Number
Creditor Code
Creditor Name
Balance
On Hold Total
Compliance Short Name
Compliance Long Name