

## Day History Log Report

The Day History Log Report, available since 6.1 Beta 1, makes it possible to see the log history of Objects (People, Equipment etc), for example when a specific Booking was made by whom and when.

Below is an example of a report; it shows the Date of the Event itself, the Action made, who made it and the Log date & time of the action.

Day History Log Report			
Print date	04-11-2016	Report Period	25-10-2016 < > 25-11-2016
Anne Novak			
Event Date	Action	By whom	Log date & time
27-10-2016	New event added on Thursday 27 October, 09:00 - 18:00 for Vacation	Peter Moore	04-11-2016 11:29
28-10-2016	New event added on Friday 28 October, 09:00 - 18:00 for Vacation	Peter Moore	04-11-2016 11:29
04-11-2016	Connected: Anne Novak / Web Client	Anne Novak	04-11-2016 11:28
04-11-2016	Connected: Anne Novak / iOS	Anne Novak	04-11-2016 11:30
04-11-2016	Created Request Vacation on Friday 04 November, 08:00 - 18:00	Anne Novak	04-11-2016 11:47
10-11-2016	Created Request Vacation on Thursday 10 November, 09:00 - 18:00	Anne Novak	04-11-2016 11:29
10-11-2016	Deleted Request Vacation on Thursday 10 November, 09:00 - 18:00	Anne Novak	04-11-2016 11:29
11-11-2016	Created Request Vacation on Friday 11 November, 09:00 - 18:00	Anne Novak	04-11-2016 11:29
11-11-2016	New event added on Friday 11 November, 09:00 - 18:00 for Vacation	Peter Moore	04-11-2016 11:43
15-11-2016	New event added on Tuesday 15 November, 09:00 - 18:00 for Sunshine Productions • FCB Barcelona - Real Madrid • Shoot	Peter Moore	04-11-2016 11:38
16-11-2016	New event added on Wednesday 16 November, 09:00 - 18:00 for Sunshine Productions • FCB Barcelona - Real Madrid • Shoot	Peter Moore	04-11-2016 11:38
18-11-2016	Event removed on Friday 18 November, 09:00 - 18:00 for Maya Pics • Big City Life - Mini Series • EPISODE 2 • Post-Production • first cut	Peter Moore	04-11-2016 11:38

The report shows the following actions

- When a User/Object has been added to a New event (Project, Task, Personnel booking)
- When an Event is removed
- When event time has Changed
- When a User/Object has been time reported
- When a time report is cleared
- When a User connects to the Web Client.
- When a User connects to the Mobile Web Client Application
- When a User connects to the iOS app
- When an Advanced User logged into the Desktop Client
- When a Web User has logged in to Desktop client with Media Library or Media Order Permission
- When Schedule Changes Email was sent
- When a User adds a Request (Web and Desktop)
- When a User deletes a Request (Web and Desktop)
- When the Request has been accepted and Booked to Personnel or to Project the Booking will show as new Event.
- When a Booking is associated to a Media Order and when the Media Order is assigned to a User. (Does not show in the log report until the Media Order is assigned)
- When Objects have been dispatched in or out.
- When there is an Exchange In Sync

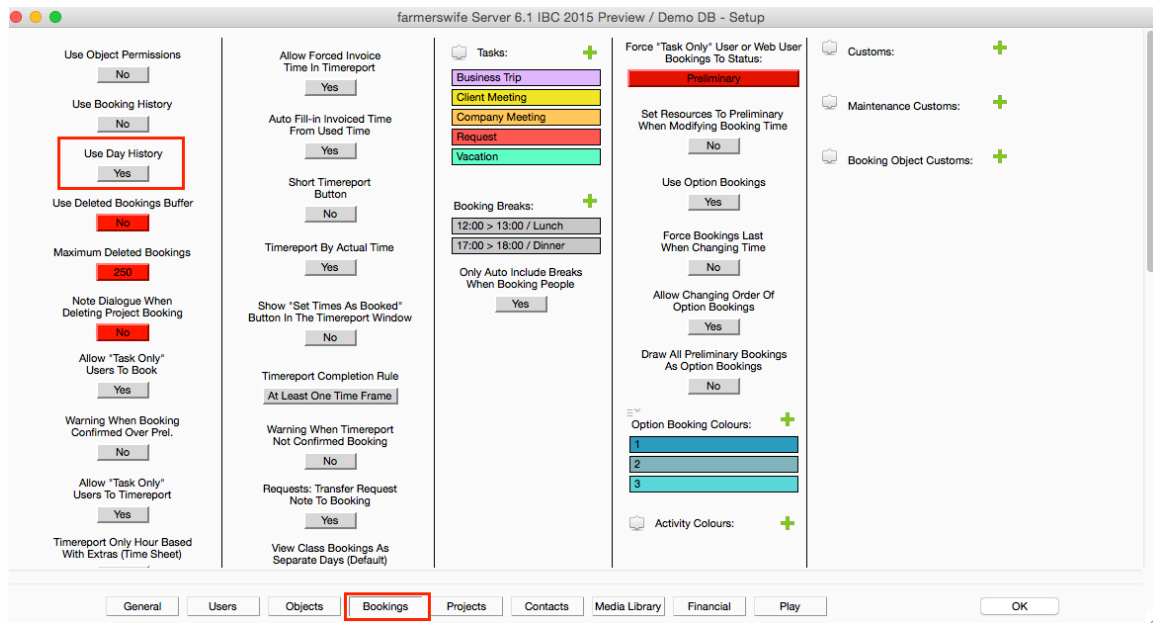
Does not show

- When a Request has been accepted
- When a Request has been declined
- When a Media order is assigned to a User, without associating it to a Booking.

## Server setup

Enable the Day History Logger on the Server > Tab Bookings

- Use Day History = Yes

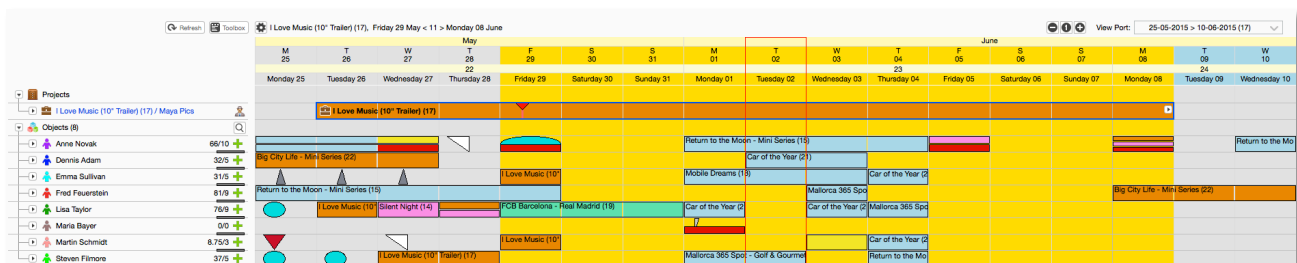


## Create Day History Log Report

The Day History Log report is an **Object Report**. Object reports can be created both via the Object Tree (all types of Objects) and the Personnel Tree (only Users).

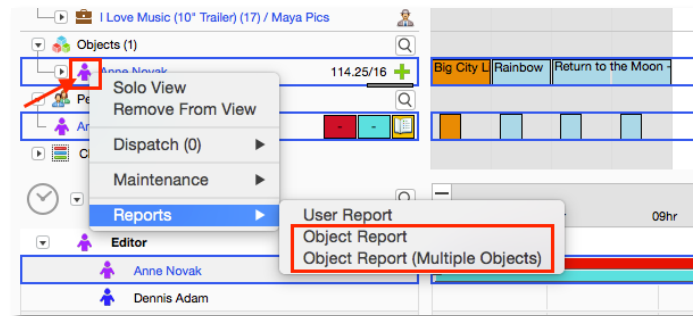
Step 1: select the date or date period of the report by marking the days in the Long Form.

It is possible to select one specific event date or a date period. It is not possible to select multiple event dates that are not in a row, e.g. 29 May, 4 June, 6 June. If you mark these days in the Long Form the report will contain all days from 29 May till 6 June.

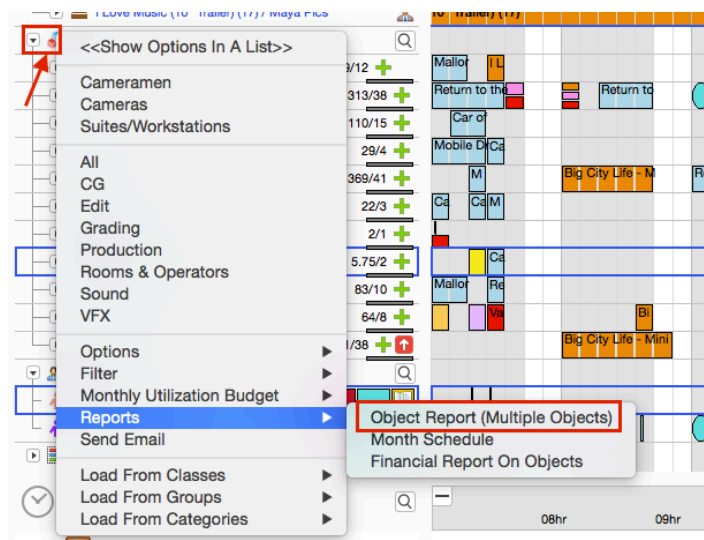


## A. Create report from Object Tree

1. Click on a specific Object Icon > select Reports > and select "Object Report" or "Object Report (Multiple Objects)"

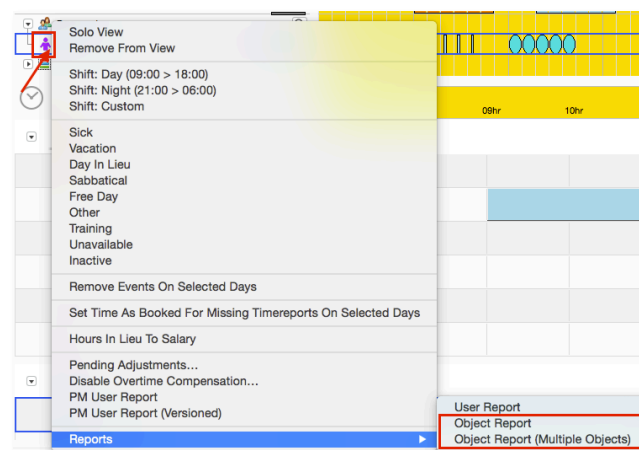


2. Click on the Objects Tree Icon > Select Reports > and then "Object Report (Multiple Objects)"



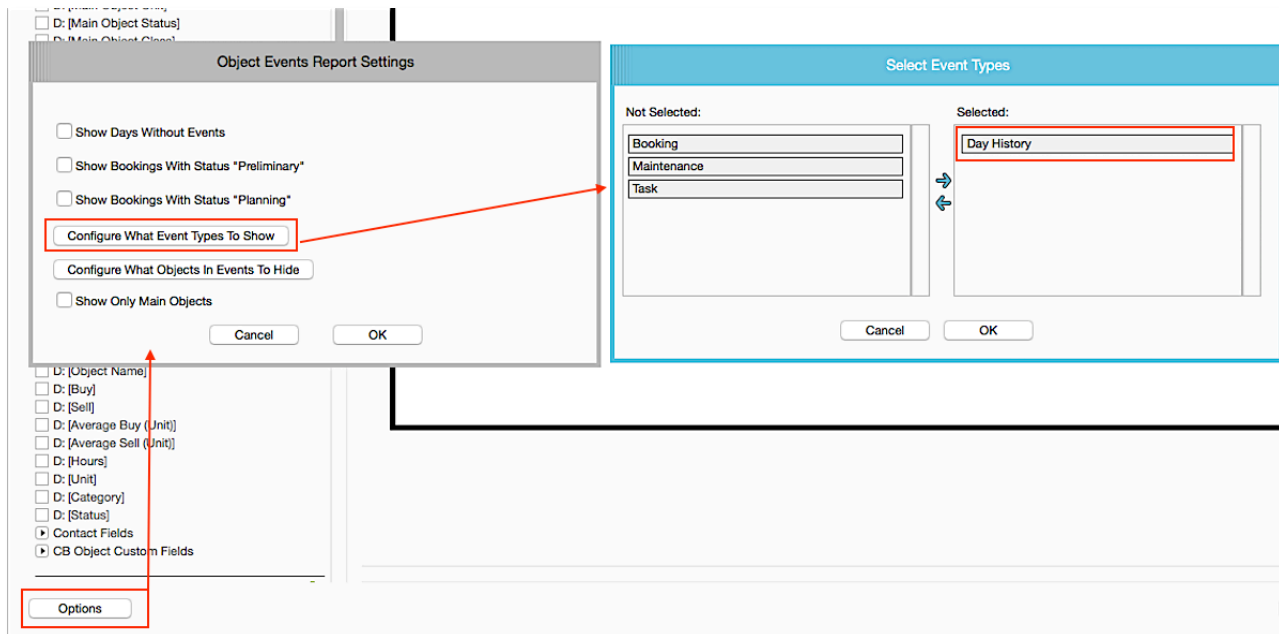
## B. Create the report from Personnel Tree

Click on a **User icon** > Select Reports > and next select the "Object Report" or "Object Report Multiple Users" (Note that if you click on the Personnel Tree Icon the Object Report option is not available.) When creating a Multiple Users report you will be asked to select users and as this is an Object report it will refer back to the Objects Tree.



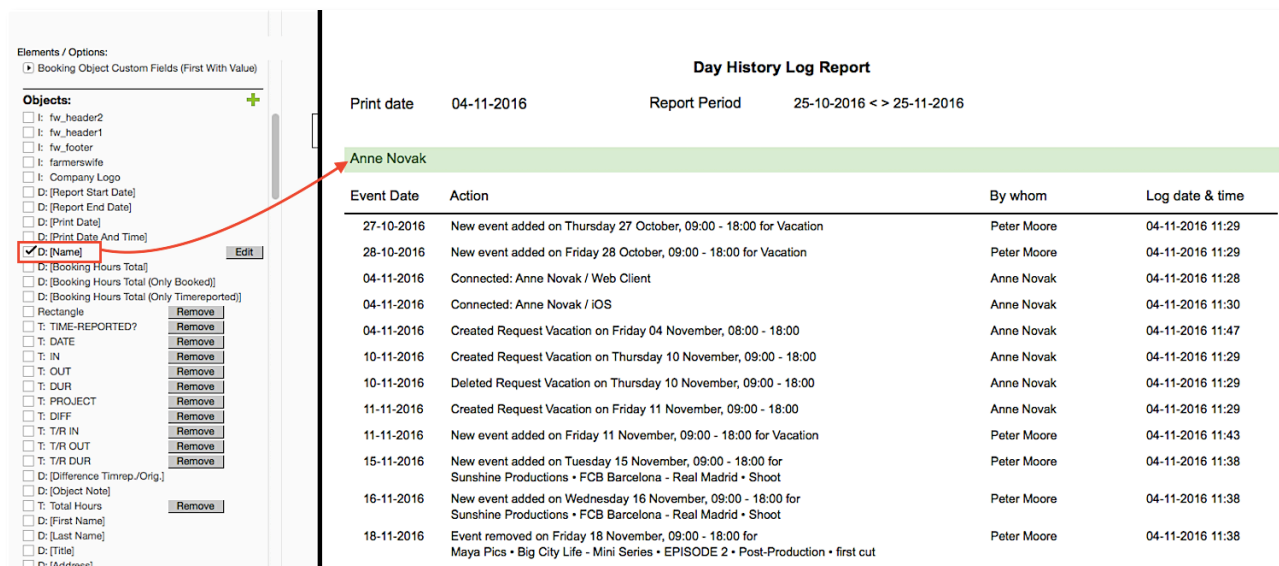
## Set up the report in the Print Designer

Step 1: In the print designer scroll to the very bottom till you see the button Options. Click on Options > click on Configure What Events Types To Show and select Day History to appear in the Selected column



## Step 2: Object Loop

- Tick the check box "Name" to display the Name of the Object that the log report refers to



### Step 3: Events Loop

In the Events Loop tick the following check boxes

- Date – Date of the Event, ie the date of the Booking itself
- Event Header – The action made
- Log Date & Time – The date and time of the Action
- User Name – the name of the User that did the Action

Templates:

README

Freelance Report

Salary Report

Day History Rep...

Remove

Setup

Save

Elements / Options:

Contract Items

Custom Fields

Events:

☒ D: [Date]

☐ D: [Weekday]

☐ D: [Event Type]

☒ D: [Event Header]

☐ D: [Event Has Time Report]

☐ D: [Orig. In Time]

☐ D: [Orig. Out Time]

☐ D: [Orig. Duration]

☐ D: [In Time (Timerep / Booked)]

☐ D: [Out Time (Timerep / Booked)]

☐ D: [Duration (Timerep / Booked)]

☐ D: [Difference Timerep./Orig.]

☐ D: [Booking Project]

☐ D: [Booking Client]

☐ D: [Booking Binder]

☐ D: [Booking Framework]

☐ D: [Class In Booking]

☐ D: [Binder 1 Note]

☐ D: [Binder 2 Note]

☐ D: [Booking Note]

☐ D: [Compound Header]

☐ Rectangle

☐ D: [Maintenance Note]

☐ D: [Booking Status]

☐ D: [In Time (Timereported)]

☐ D: [Out Time (Timereported)]

☐ D: [Duration (Timereported)]

☐ D: [Main Object Activity]

☐ D: [1st User/Resource]

☐ D: [Main Object Average Buy (Unit)]

☐ D: [Main Object Average Sell (Unit)]

☐ D: [Main Object Buy]

☐ D: [Main Object Sell]

☐ D: [Main Object Unit]

☐ D: [Main Object Status]

☐ D: [Main Object Class]

☐ D: [Booking Framework Note]

☒ D: [Log Date & Time]

☒ D: [User Name]

Custom Fields (Task)

Custom Fields (Maintenance)

Custom Fields (Bookings)

Custom Fields (Project)

Main Object CB Object Custom Fields

Preview:

Day History Log Report

Print date

04-11-2016

Report Period

25-10-2016 < > 25-11-2016

Anne Novak

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