
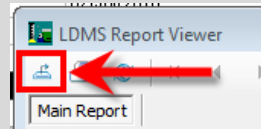


This report provides the user with an **audit trail** of transactions made by users in the LDMS. It can be filtered to display transactions based on dates, IDs, types, as well as by User ID and names when creating the report. This report would be useful for discovering the **user** and **date/time** for **each action** performed in LDMS.

### Generating the Transaction Log

#### For Windows

1. Click on **Admin** in the **Category** grid at the top left of the Reports screen
2. Select **Transaction Log Report** in the Report box
3. In **Selection Criteria**, limit by date or username
4. Click **Add**, after each search item
5. Click the **Execute**  button on the LDMS toolbar
6. In Crystal Reports, **Click Export** (see image)
7. **Save as a CSV file**



#### For Web

1. On the LDMS menu bar, hover over **Reports** and click **Standard Reports**
2. Select **Admin** in the **Report Categories** box
3. Select **Transaction Log Report** in the Report box.
4. In **Filter Criteria**, limit by date or username
5. Click **Add**, after each search item
6. Set File Type to CSV
7. Click Generate Report
8. Open report in Excel and Review

NOTE: If your lab has converted to web LDMS from our Windows platform, this log will not contain transactions from your Windows database.

### Using the Transaction Log in Excel

User	Date/Time	Table	Transaction Type	Old Data	New Data	LDMS Transaction ID
Trainer	19/Mar/2020 11:34:09	Samples	Update	Global Specimen ID = 9006-00022G00-002; Specir	ProcessingTechInitials = LP	20,522
Trainer	19/Mar/2020 11:34:09	Samples	Update	Global Specimen ID = 9006-00022G00-003; Specir	ProcessingTechInitials = LP	20,523
Trainer	19/Mar/2020 11:34:09	Samples	Update	Global Specimen ID = 9006-00022G00-004; Specir	ProcessingTechInitials = LP	20,524
Trainer	19/Mar/2020 11:34:25	Samples	Update	Global Specimen ID = 9006-00023F00-000; Specir	ProcessingTechInitials = LP; ProcessingTime = 13:	20,525
Trainer	19/Mar/2020 11:34:25	Samples	Update	Global Specimen ID = 9006-00023F00-001; Specir	ProcessingTechInitials = LP	20,526
Trainer	19/Mar/2020 11:35:26	Samples	Update	Global Specimen ID = 9006-00022G00-001; Specir	FrozenTime = 13:00:00.000	20,527
Trainer	19/Mar/2020 11:35:49	Samples	Update	Global Specimen ID = 9006-00022G00-000; Specir	FrozenDate = 2020/03/19; FrozenTime = 13:00:00.	20,528
Trainer	19/Mar/2020 11:35:49	Samples	Update	Global Specimen ID = 9006-00022G00-002; Specir	FrozenTime = 13:00:00.000	20,530

In Excel you can use multiple tools to help find the relevant information in the transaction log.

#### Find:

When using the Find function, search with a unique identifier such as a Global Specimen ID or Storage Item name.

Example: You need to find when and by whom the processing date on a sample was changed. Enter the global specimen ID in Find. Review the entries for Processing date in the New Data column

#### Filter:

Use the filter function (Data tab) to turn the headers into drop down menus allowing the user to filter on a common piece of data.

Example: You want to see all of the entries from one User. Apply filters and select the technician's login name in the User column