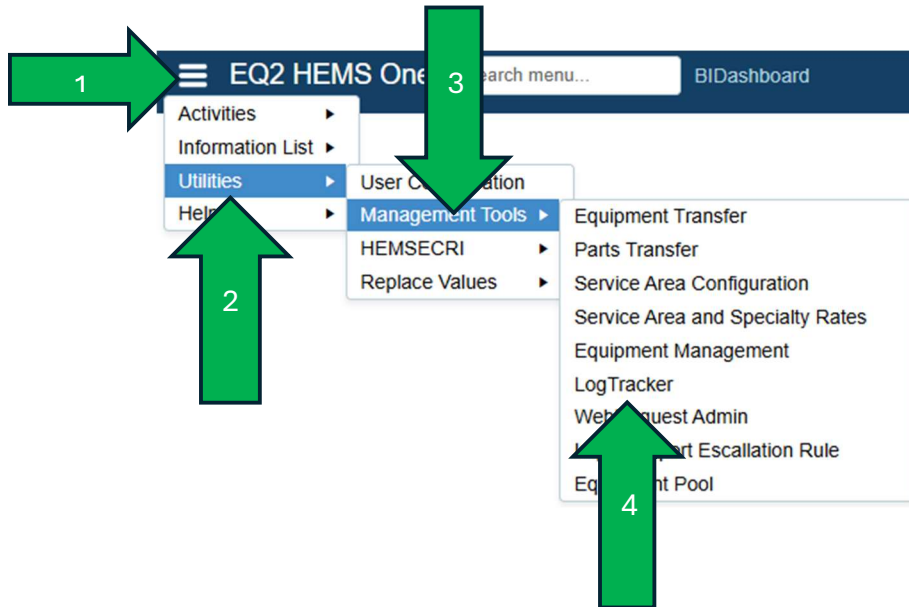


# HEMS One: Log Tracker

To access the Log Tracker module, click on the hamburger menu in the upper left of the HEMS One window (1), followed by the Utilities menu (2), the Management Tools submenu (3), then Log Tracker (4).

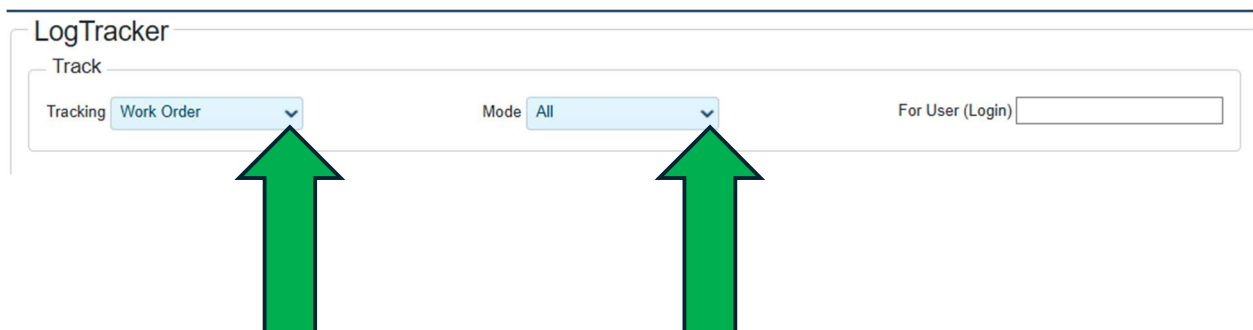


Log Tracker can also be accessed by clicking on the Log Tracker icon in the upper right of the Equipment and Work Order dashboards.



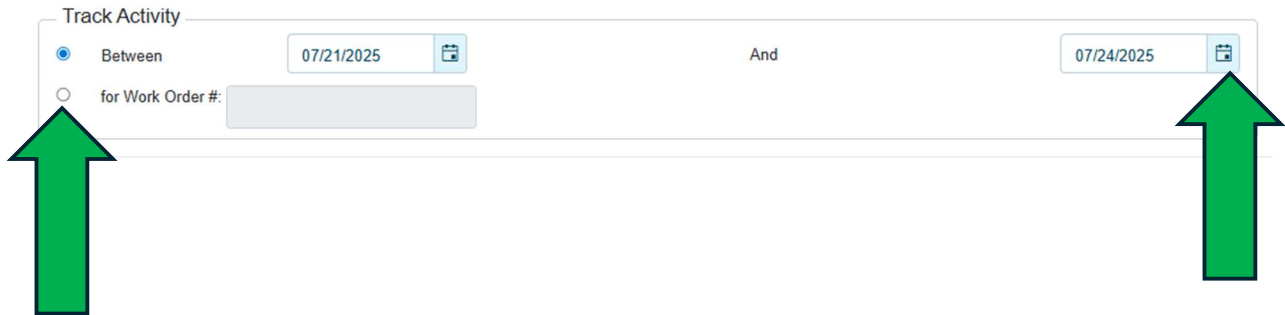
The Log Tracker module allows users to see the change log of any added, deleted, or updated Equipment Inventory records or Work Orders.

In the Track section, select which records for tracking (Work Orders or Equipment), the mode. A user can also be specified if reviewing all changes made by one user.



# HEMS One: Log Tracker

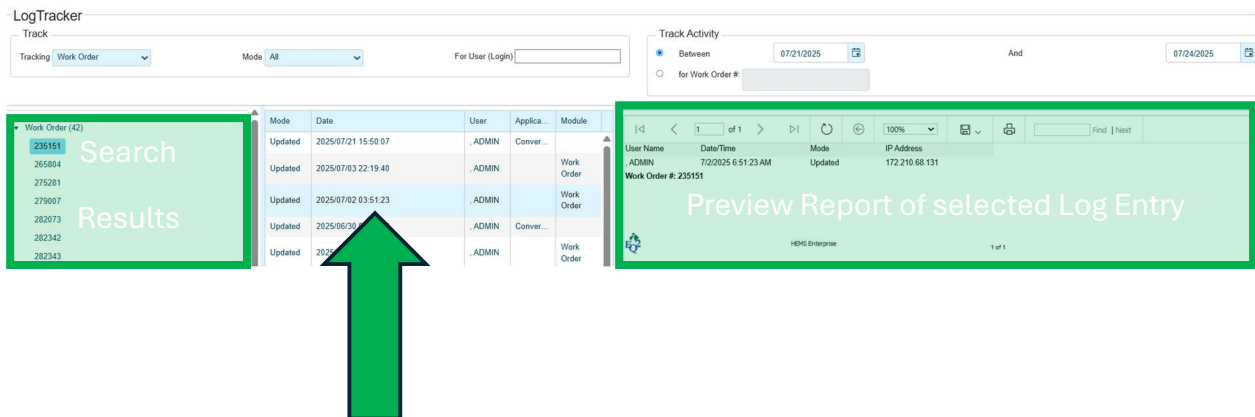
In the Track Activity section, select a date range to review or a specific Work Order # or Equipment Control #. The date can be typed in or selected from the calendar button to the right of the date field. To select a specific Work Order number, click on the radio button to the left of the “for Work Order #” field.



In the Service Area section, select the Service Area to view for the change log using the drop down list. Once the Track, Track Activity, and Service Area sections have been defined, click on the Show button to see the results.



The search results will appear in a list, followed by a preview grid, followed by a preview report of the selected log entry.



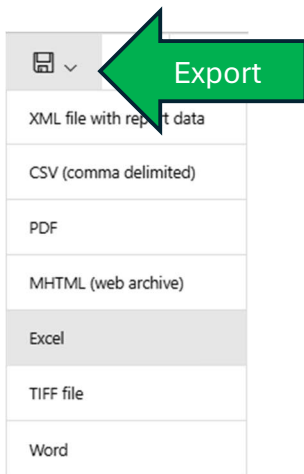
# HEMS One: Log Tracker

Use the Report Preview navigation bar to move between pages, refresh, export, or print the Log Entry.



- ⏪ : Navigate to first page
- ⏩ : Navigate to last page
- ⏴ : Navigate to next page
- 🔄 : Refresh View
- 🔄 : Rerun report

100% : Set Zoom level



🖨️ : Print

Find | Next : Search Report Text