

# Tutorial 21: Using the Transaction Log

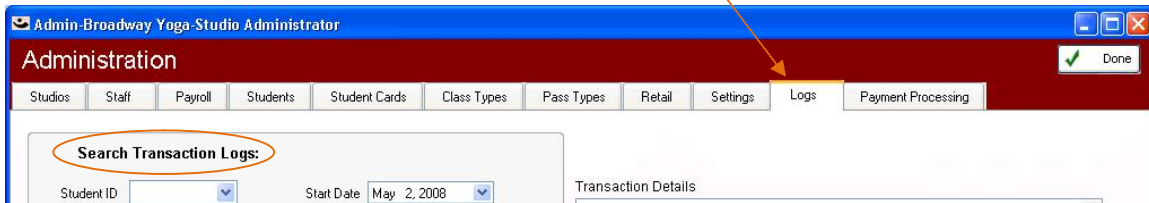
This tutorial explains how to view logs for most of the transactions that can be done in PranaStudio. Once you enter the type of search you want and specify start and end dates, PranaStudio will produce a comprehensive log. Transaction logs are used primarily for troubleshooting problems that may be experienced while learning to work with PranaStudio. Transaction logs can only be viewed on screen.

1. From the Switchboard, click on “Administration.”



2. In the “Administration” form, click on the *Logs* tab.

3. *Search Transaction Logs* sets the parameters of the log you are producing. ID boxes may or may not be filled in.



*Student ID* You may enter the student’s number or choose from the drop-down menu. Staff ID numbers also appear in this menu as staff are also recognized as students.

*Staff ID* You may enter the staff’s number. These numbers can be found in the drop-down menu of *Student ID*.

*Order ID* You may enter this.

*Transaction ID* You may enter this.

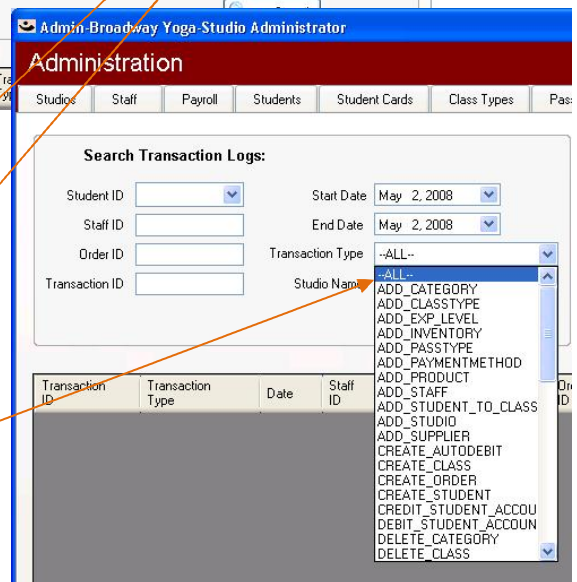
*Start Date* The log will begin on the date set here.

Enter the date or use the drop-down menu. Today’s date is the default.

*End Date* The log will end on the date set here.

Enter the date or use the drop-down menu. Today’s date is the default.

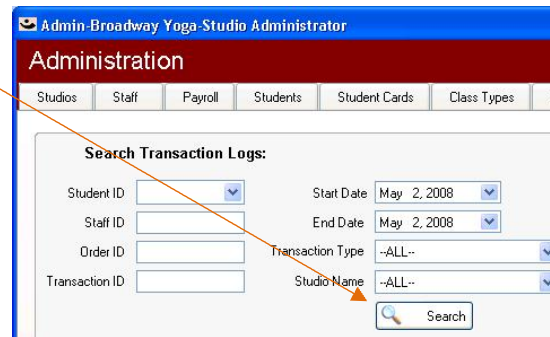
*Transaction Type* Choose the type of transaction for the log or leave as the default, *--All--*



*Studio Name* Choose from the drop-down menu or leave as the default, *--All--*



4. Click "Search" to generate the log.



The log will now be generated. This log was generated to track logins for one staff member. The following parameters were used *Staff ID 33; Start Date Feb. 2, 2008; End Date May 2, 2008; Transaction Type USER\_LOGIN; Studio Name --ALL--*

Transaction Details  
Login Studio:355,Broadway Yoga

Transaction ID	Transaction Type	Date	Staff ID	Studio ID	Student	Order ID	Total	Transaction Details
4849	USER_LOGIN	Apr 10, 2008 11:10:21 AM	33	355			0	33,Hillary Snow
4950	USER_LOGIN	Apr 11, 2008 12:47:55 PM	33	355			0	33,Hillary Snow
5051	USER_LOGIN	Apr 11, 2008 01:05:58 PM	33	355			0	33,Hillary Snow
5152	USER_LOGIN	Apr 14, 2008 09:12:21 AM	33	355			0	33,Hillary Snow
5253	USER_LOGIN	Apr 14, 2008 10:51:24 AM	33	355			0	33,Hillary Snow
5455	USER_LOGIN	Apr 15, 2008 10:03:27 PM	33	355			0	33,Hillary Snow
5556	USER_LOGIN	Apr 15, 2008 10:12:11 PM	33	355			0	33,Hillary Snow
5657	USER_LOGIN	Apr 15, 2008 10:14:13 PM	33	355			0	33,Hillary Snow
5758	USER_LOGIN	Apr 15, 2008 11:16:26 PM	33	355			0	33,Hillary Snow
5859	USER_LOGIN	Apr 16, 2008 09:54:58 PM	33	355			0	33,Hillary Snow
5960	USER_LOGIN	Apr 17, 2008 08:53:23 AM	33	355			0	33,Hillary Snow
6061	USER_LOGIN	Apr 17, 2008 09:09:08 AM	33	355			0	33,Hillary Snow
6162	USER_LOGIN	Apr 17, 2008 11:10:19 AM	33	355			0	33,Hillary Snow