

# Kahua Quick Reference Guide

## Log Views

### About Log Views

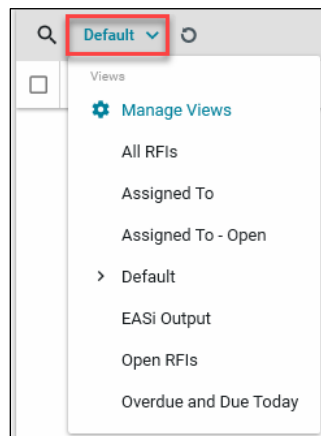
- [Create a New Log View](#)
- [Edit a Log View](#)
- [Run a Log Report](#)

Each app in Kahua has a Log View that lists the current records in the app. There is a Default View, and some apps have additional standard views that can be selected. Users can customize and save additional views for individual use.

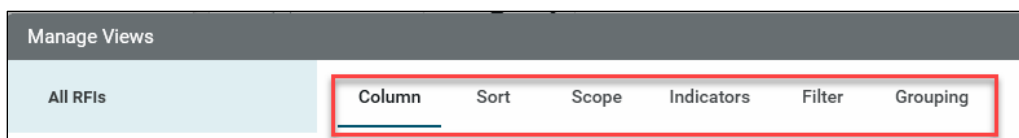
Log View Reports use the columns and order shown in the open Log View so that users can create customized views and customized reports.

### Create a New Log View

1. In an application, click the name of the current **Log View**.



2. Click **Manage Views** to open the dialog box where you will configure the new view.
3. Select the current view from the left-hand side as a starting point for the new view.
4. Use the tabs across the top to configure the view.



**Column** – Check or uncheck boxes to display or suppress a column. Drag and drop or use the Up and Down arrows to re-order the columns.

**Sort** – Customize the sort order of Log items. Multiple sort keys can be specified in a user defined order.

**Scope** – Choose visibility for Everyone or Just You. This field cannot be modified later so you must determine the correct option prior to saving.

**Indicators** – Highlight overdue records or indicate different statuses in the log.

**Filter** – Apply view filters based on a specific column and selected values in that column.

**Grouping** – Group records based on a specific attribute.

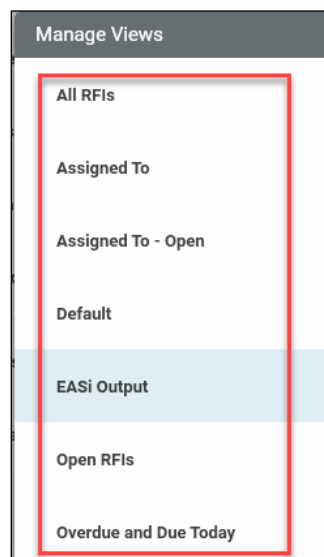
5. Click the **Save As** button at the bottom action bar.
6. You will be prompted to give your new view a **Name**.

Note: The View name will appear in the Log View drop-down list, and it will appear in the View list when customizing a Widget in the Dashboards app.

7. Click the **Save** button, and close the Manage Views window using the **X** in the top right-hand corner.

## Edit a Log View

1. Click on the current View, and select **Manage Views** from the list.
2. Select the View to **Edit** from the list on the left side of the Manage Views window.

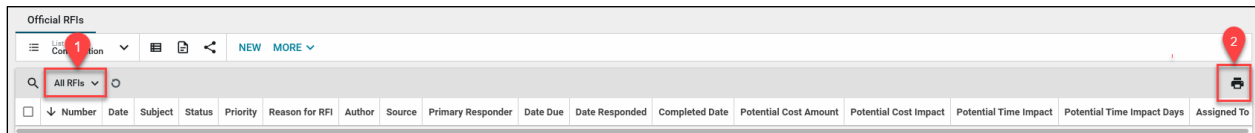


3. Make edits to **Columns, Sorts, Indicators, Filters, and/or Groups**.
4. Click the **Save** button in the bottom action bar.

## Run a Log Report

After creating your custom view, you can print the log to PDF. This is a powerful tool that allows you to create a custom report that can be printed at any time.

1. Open the Log View you want to use for your **Report**.
2. Click on the **Printer** icon in the top right corner of the view.



3. Click the Open File button, which is represented by an arrow in a box in the dark gray list of icons, to select which format to **Open** or **Download**.



4. The report will open in a new window.