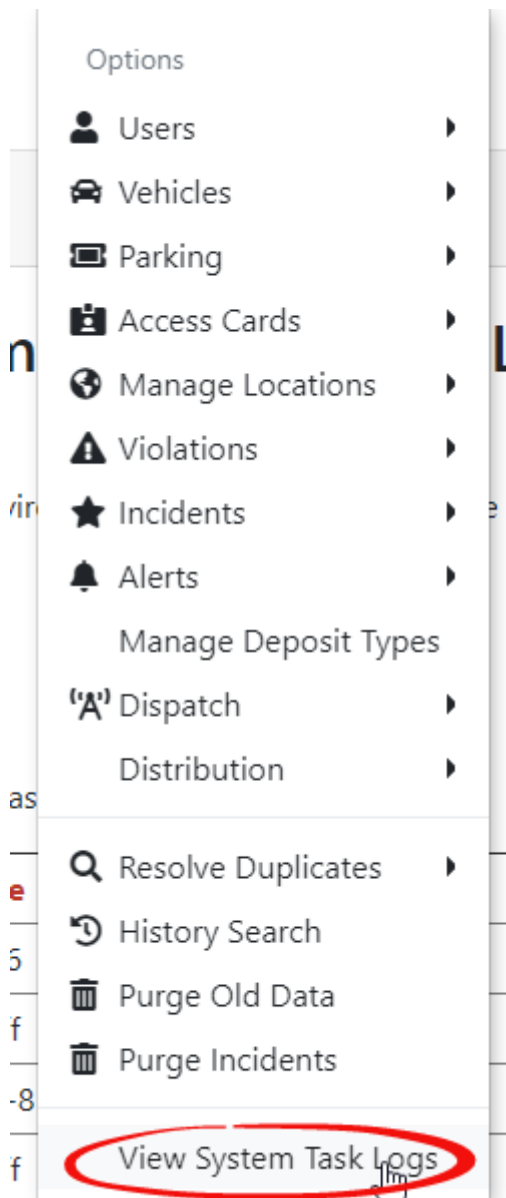


# View System Task Logs

## Viewing the Logs

To view System Task Logs, go to '**Admin Options**' then click on '**View System Task Logs**'



You will be redirected to this page. This is where you can see the System Task Logs. There are two sections to the page which are recurring tasks and single tasks.

From this screen we can see stats on when the task has run and how long it took to run.

To view an output about a recurring task task, click on the **'Logs'** button to pop up a window that will will show details on the task.

For recurring tasks the pop up screen will list statistics on the multiple times the task was run.

## Logs for task: 4



Created	Time To Run	Message
1 hour ago	0.23 s	Processing complete   task completed
1 hour ago	0.21 s	Processing complete   task completed
1 hour ago	0.27 s	Processing complete   task completed
18 hours ago	0.27 s	Processing complete   task completed
19 hours ago	0.23 s	Processing complete   task completed
20 hours ago	0.23 s	Processing complete   task completed
21 hours ago	0.27 s	Processing complete   task completed
1 day ago	0.22 s	Processing complete   task completed
1 day ago	0.25 s	Processing complete   task completed
4 days ago	0.58 s	Processing complete   task completed
2 weeks ago	0.22 s	Processing complete   task completed
2 weeks ago	0.23 s	Processing complete   task completed
1 month ago	0.14 s	Processing complete   task completed
1 month ago	0.19 s	Processing complete   task completed
1 month ago	0.17 s	Processing complete   task completed
1 month ago	0.47 s	Processing complete   task completed
1 month ago	0.31 s	Processing complete   task completed
1 month ago	0.20 s	Processing complete   task completed

# Viewing Single Tasks

To view details on single tasks click on the **Logs** button to popup a window with details on the task. The details popup will display:

- **Invoice Date:** When the invoice was made
- **Total recipients invoiced:** Amount of invoices run by this task
- **Total Amount Invoiced:** Amount of the invoice

## Logs for task: 14



Created	Time To Run	Message	
2 months ago	10.23 s	Task Completed. PERMIT INVOICING	
		Invoice date:	2021-02-18
		Total recipients invoiced:	1
		Total amount invoiced:	\$169.50

Revision #2

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