HOW TO DELETE LOG ENTRIES OF ACCESS IN E GRANTHALAYA 4.0

by

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LIBRARIAN

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STEP 1. LOG IN INTO YOUR EG4 ACCOUNT



STEP 2. GO TO LIBRARY ADMINISTRATION - VIEW ACCESS LOG

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STEP 3. HERE EITHER PUT A PARTICULAR DATE RANGE OR SIMPLY CLICK ON RED COLOUR SEARCH BUTTON.

NOTE : YOU MAY CHANGE VIEW RECORDS BY DRAG DOWN OTHERWISE ITS 100

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HERE WE GET THE ACCESS LOG DETAILS.

STEP 4. HERE WE MAY TRANSFER THESE TOTAL RECORDS IN EXCEL SHEET FOR OUR FUTURE RECORD PURPOSE. SIMPLY CLICK ON GREEN COLOUR EXPORT TO EXCEL ICON (JUST RHS OF DELETE SELECTED ROWS BUTTON.)



DATA EXPORTED IN EXCEL FORMAT SUCCESSFULLY. SAVE THIS EXCEL FILE IF YOU WISH.

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STEP 5. SUMMARY REPORT/DETAIL REPORT OF ACCESS LOG RECORDS

CLICKED ON SUMMARY REPORT BUTTON



YOU WILL GET SUMMARY REPORT IN THIS FORM.

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SIMILARLY, DETAIL REPORT BY CLICKING ON DETAILED REPORT BUTTON.

STEP 6. DELETING LOG ENTRIES. AT THE END RIGHT SIDE OF EVERY LOG ENTRY SQUARE OF PUTTING TICK HAS BEEN MADE. TICK EVERY ENTRY WHICH YOU WANT TO DELETE . AFTER SELECTION CLICK ON DELETE SELECTED ROW(S) BUTTON.



CLICK HERE ON YES BUTTON.

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SELECTED ENTRIES HAVE BEEN SUCCESSFULLY DELETED.

THANK YOU

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