

# HOW TO DELETE LOG ENTRIES OF ACCESS IN E GRANTHALAYA 4.0

by

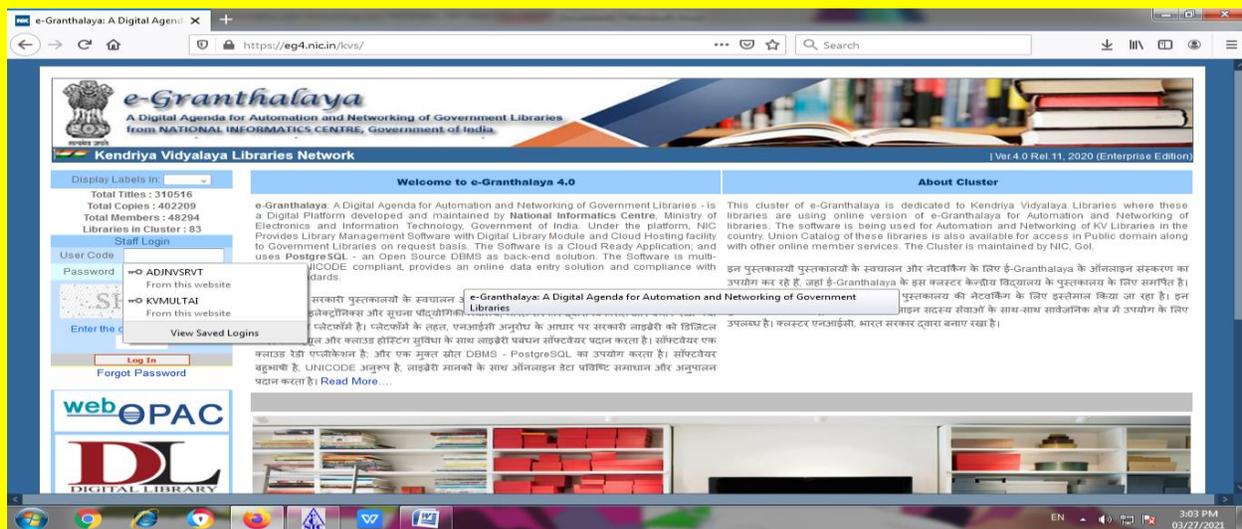
SHIVA NAND MISHRA

LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

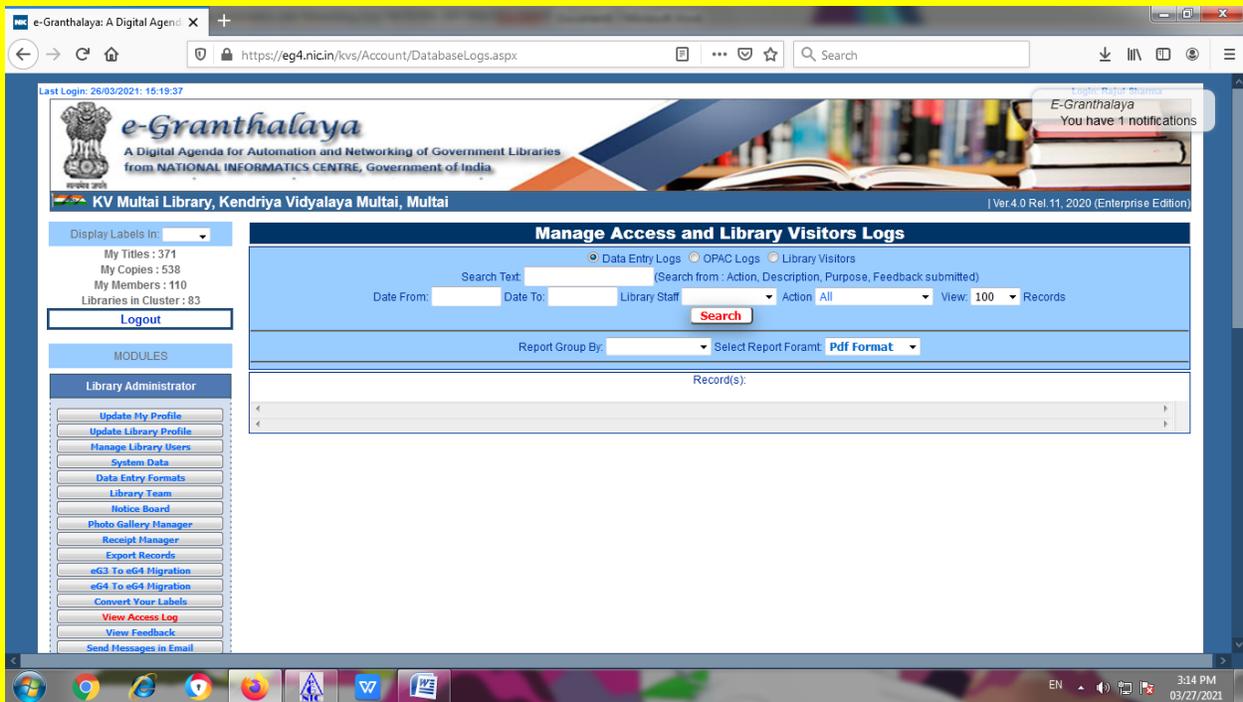
Shivanandmishra74@gmail.com

## STEP 1. LOG IN INTO YOUR EG4 ACCOUNT



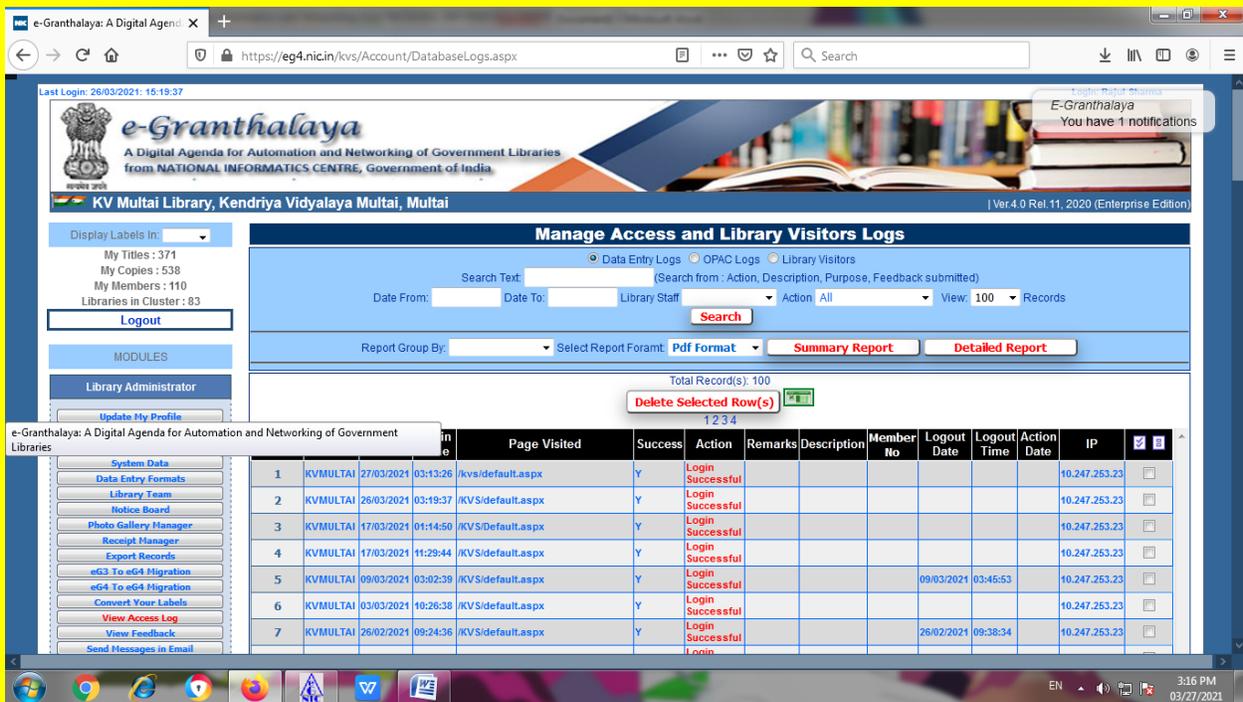
## STEP 2. GO TO LIBRARY ADMINISTRATION – VIEW ACCESS LOG





**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**



**HERE WE GET THE ACCESS LOG DETAILS.**



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

CLICKED ON SUMMARY REPORT BUTTON

The screenshot shows the 'Manage Access and Library Visitors Logs' interface. A dialog box titled 'Opening Report\_DatabaseLog\_Summary\_27032021.pdf' is displayed, asking the user to choose how to open the file. The options are 'Open with WPS Writer (default)' and 'Save File'. The 'Save File' option is selected. The background table shows the following data:

Sr No	User Code	Login Date	Action	IP
1	KVMULTAI	27/03/2021	Login Successful	10.247.253.23
2	KVMULTAI	26/03/2021	Login Successful	10.247.253.23
3	KVMULTAI	17/03/2021	Login Successful	10.247.253.23
4	KVMULTAI	17/03/2021	Login Successful	10.247.253.23
5	KVMULTAI	09/03/2021	Login Successful	10.247.253.23
6	KVMULTAI	03/03/2021	Login Successful	10.247.253.23
7	KVMULTAI	26/02/2021	Login Successful	10.247.253.23
8	KVMULTAI	11/02/2021	Login Successful	10.247.253.23
9	KVMULTAI	18/01/2021	Login Successful	10.247.253.23
10	KVMULTAI	18/01/2021	Login Successful	10.247.253.23
11	KVMULTAI	16/01/2021	Login Successful	10.247.253.23

YOU WILL GET SUMMARY REPORT IN THIS FORM.

The screenshot shows the WPS Office application displaying a PDF report titled 'Database Log Report'. The report content is as follows:

March 27, 2021 Database Log - Summary Report

S.N.	User/Member	Login Date Time	Success?	User Type	Library	IP	Member No
1	KVMULTAI	12-Apr-2020 11:47	Y	DataEntry	KVMULTAI	10.247.253.23	
2	KVMULTAI	12-Apr-2020 12:10	Y	DataEntry	KVMULTAI	10.247.253.23	
3	KVMULTAI	12-Apr-2020 13:08	Y	DataEntry	KVMULTAI	10.247.253.23	
4	KVMULTAI	12-Apr-2020 13:15	Y	DataEntry	KVMULTAI	10.247.253.23	
5	KVMULTAI	12-Apr-2020 14:38	Y	DataEntry	KVMULTAI	10.247.253.23	
6	KVMULTAI	26-Apr-2020 9:02	Y	DataEntry	KVMULTAI	10.247.253.23	
7	KVMULTAI	27-Apr-2020 8:47	Y	DataEntry	KVMULTAI	10.247.253.23	
8	KVMULTAI	03-May-2020 18:08	Y	DataEntry	KVMULTAI	10.247.253.23	
9	KVMULTAI	15-May-2020 15:36	Y	DataEntry	KVMULTAI	10.247.253.23	

SIMILARLY, DETAIL REPORT BY CLICKING ON DETAILED REPORT BUTTON.

Opening Report\_DatabaseLog\_Details\_27032021.pdf

You have chosen to open:

Report\_DatabaseLog\_Details\_27032021.pdf  
which is: Portable Document Format (PDF)  
from: https://eg4.nic.in

What should Firefox do with this file?

Open with WPS Writer (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Sr No	User Code	Login Date	Page Visited	Success?	Action	Desc	Remark	Logout Time	User Type	Librarian	IP
1	KVMULTAI	27/03/2021									10.247.253.23
2	KVMULTAI	26/03/2021									10.247.253.23
3	KVMULTAI	17/03/2021									10.247.253.23
4	KVMULTAI	17/03/2021									10.247.253.23
5	KVMULTAI	09/03/2021	03:02:39	Y	Login Successful			09/03/2021 03:45:53			10.247.253.23
6	KVMULTAI	03/03/2021	10:26:38	Y	Login Successful						10.247.253.23
7	KVMULTAI	26/02/2021	09:24:36	Y	Login Successful			26/02/2021 09:38:34			10.247.253.23
8	KVMULTAI	11/02/2021	10:24:08	Y	Login Successful			11/02/2021 10:27:32			10.247.253.23
9	KVMULTAI	18/01/2021	03:23:58	Y	Login Successful			18/01/2021 03:45:20			10.247.253.23
10	KVMULTAI	18/01/2021	02:43:48	Y	Login Successful			18/01/2021 02:45:43			10.247.253.23
11	KVMULTAI	16/01/2021	01:04:42	Y	Login Successful			16/01/2021 01:16:29			10.247.253.23

Database Log Report

March 27, 2021 Database Log - Detailed Report

S.N.	1
User	KVMULTAI
Login Date Time	4/12/2020 11:47:31AM
Page Visited	/kvs/default.aspx
Success?	Y
Action	Login Successful
Desc	
Remark	
Logout Time	4/12/2020 11:52:49AM
User Type	DataEntry
Librarian	KVMULTAI
IP	10.247.253.23
S.N.	2

**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.**

The screenshot shows the 'DatabaseLogs.aspx' page in a web browser. A table with 18 rows of log entries is displayed. Each row has a checkbox in the rightmost column, all of which are checked. Above the table, there is a 'Delete Selected Row(s)' button. The table columns include Sr No, User Code, Login Date, Login Time, Page Visited, Success, Action, Remarks, Description, Member No, Logout Date, Logout Time, Action Date, and IP.

Sr No	User Code	Login Date	Login Time	Page Visited	Success	Action	Remarks	Description	Member No	Logout Date	Logout Time	Action Date	IP	✓
1	KVMULTAI	27/03/2021	03:13:26	kvs/default.aspx	Y	Login Successful							10.247.253.23	<input checked="" type="checkbox"/>
2	KVMULTAI	26/03/2021	03:19:37	KVS/default.aspx	Y	Login Successful							10.247.253.23	<input checked="" type="checkbox"/>
3	KVMULTAI	17/03/2021	01:14:50	KVS/default.aspx	Y	Login Successful							10.247.253.23	<input checked="" type="checkbox"/>
4	KVMULTAI	17/03/2021	11:29:44	KVS/default.aspx	Y	Login Successful							10.247.253.23	<input checked="" type="checkbox"/>
5	KVMULTAI	09/03/2021	03:02:38	KVS/default.aspx	Y	Login Successful				09/03/2021	03:45:53		10.247.253.23	<input checked="" type="checkbox"/>
6	KVMULTAI	03/03/2021	10:26:38	KVS/default.aspx	Y	Login Successful							10.247.253.23	<input checked="" type="checkbox"/>
7	KVMULTAI	26/02/2021	09:24:38	KVS/default.aspx	Y	Login Successful				26/02/2021	09:38:34		10.247.253.23	<input checked="" type="checkbox"/>
8	KVMULTAI	11/02/2021	10:24:08	KVS/default.aspx	Y	Login Successful				11/02/2021	10:27:32		10.247.253.23	<input checked="" type="checkbox"/>
9	KVMULTAI	18/01/2021	03:23:58	KVS/default.aspx	Y	Login Successful				18/01/2021	03:45:20		10.247.253.23	<input checked="" type="checkbox"/>
10	KVMULTAI	18/01/2021	02:43:48	KVS/default.aspx	Y	Login Successful				18/01/2021	02:46:43		10.247.253.23	<input checked="" type="checkbox"/>
11	KVMULTAI	16/01/2021	01:04:42	KVS/default.aspx	Y	Login Successful				16/01/2021	01:16:29		10.247.253.23	<input type="checkbox"/>
12	KVMULTAI	07/01/2021	01:49:56	kvs/default.aspx	Y	Login Successful				07/01/2021	02:09:38		10.247.253.23	<input type="checkbox"/>
13	KVMULTAI	04/01/2021	02:16:14	kvs/default.aspx	Y	Login Successful				04/01/2021	02:23:25		10.247.253.23	<input type="checkbox"/>
14	KVMULTAI	27/12/2020	01:48:27	KVS/default.aspx	Y	Login Successful				27/12/2020	01:58:39		10.247.253.23	<input type="checkbox"/>
15	KVMULTAI	21/12/2020	11:06:07	KVS/default.aspx	Y	Login Successful				21/12/2020	11:14:10		10.247.253.23	<input type="checkbox"/>
16	KVMULTAI	19/12/2020	09:53:00	KVS/default.aspx	Y	Login Successful				19/12/2020	10:17:53		10.247.253.23	<input type="checkbox"/>
17	KVMULTAI	18/12/2020	08:43:29	KVS/default.aspx	Y	Login Successful							10.247.253.23	<input type="checkbox"/>
18	KVMULTAI	18/12/2020	02:17:17	kvs/default.aspx	Y	Login Successful				18/12/2020	02:24:34		10.247.253.23	<input type="checkbox"/>

The screenshot shows the same database logs page as the previous one, but with a modal dialog box overlaid. The dialog box asks 'Do You wish to Delete Selected Record(s)?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted. The table in the background is partially obscured by the dialog box.

**CLICK HERE ON YES BUTTON.**

e-Granthalaya: A Digital Agent x +  
 https://eg4.nic.in/kvs/Account/DatabaseLogs.aspx  
 KV Multai Library, Kendriya Vidyalaya Multai, Multai | Ver.4.0 Rel.11, 2020 (Enterprise Edition)

Display Labels In:   
 My Titles : 371  
 My Copies : 538  
 My Members : 110  
 Libraries in Cluster : 83  
 Logout

**Manage Access and Library Visitors Logs**  
 Data Entry Logs | OPAC Logs | Library Visitors  
 Search Text: (Search from : Action, Description, Purpose, Feedback submitted)  
 Date From: Date To: Library Staff: Action: All View: 100 Records  
 Search

Report Group By: Select Report Format: Pdf Format Summary Report Detailed Report

Total Record(s): 100  
 Delete Selected Row(s)

Sr No	User Code	Login Date	Login Time	Page Visited	Success	Action	Remarks	Description	Member No	Logout Date	Logout Time	Action Date	IP	
1	KVMULTAI	16/01/2021	01:04:42	/KVS/default.aspx	Y	Login Successful				16/01/2021	01:16:29		10.247.253.23	<input type="checkbox"/>
2	KVMULTAI	07/01/2021	01:49:56	/kvs/default.aspx	Y	Login Successful				07/01/2021	02:09:38		10.247.253.23	<input type="checkbox"/>
3	KVMULTAI	04/01/2021	02:16:14	/kvs/default.aspx	Y	Login Successful				04/01/2021	02:23:25		10.247.253.23	<input type="checkbox"/>
4	KVMULTAI	27/12/2020	01:48:27	/KVS/default.aspx	Y	Login Successful				27/12/2020	01:58:39		10.247.253.23	<input type="checkbox"/>
5	KVMULTAI	21/12/2020	11:06:07	/KVS/default.aspx	Y	Login Successful				21/12/2020	11:14:10		10.247.253.23	<input type="checkbox"/>
6	KVMULTAI	19/12/2020	09:53:00	/KVS/default.aspx	Y	Login Successful				19/12/2020	10:17:53		10.247.253.23	<input type="checkbox"/>
7	KVMULTAI	18/12/2020	08:43:29	/KVS/default.aspx	Y	Login Successful				18/12/2020	02:24:34		10.247.253.23	<input type="checkbox"/>
8	KVMULTAI	18/12/2020	02:17:17	/kvs/default.aspx	Y	Login Successful				18/12/2020	02:24:34		10.247.253.23	<input type="checkbox"/>
9	KVMULTAI	16/12/2020	01:58:08	/kvs/default.aspx	Y	Login Successful							10.247.253.23	<input type="checkbox"/>
10	KVMULTAI	10/12/2020	07:55:41	/kvs/default.aspx	Y	Login Successful				10/12/2020	08:05:38		10.247.253.23	<input type="checkbox"/>
11	KVMULTAI	09/11/2020	01:08:15	/KVS/default.aspx	Y	Login Successful							10.247.253.23	<input type="checkbox"/>

SELECTED ENTRIES HAVE BEEN SUCCESSFULLY DELETED.

THANK YOU

<https://wakelet.com/@SHIVANANDMISHRA>