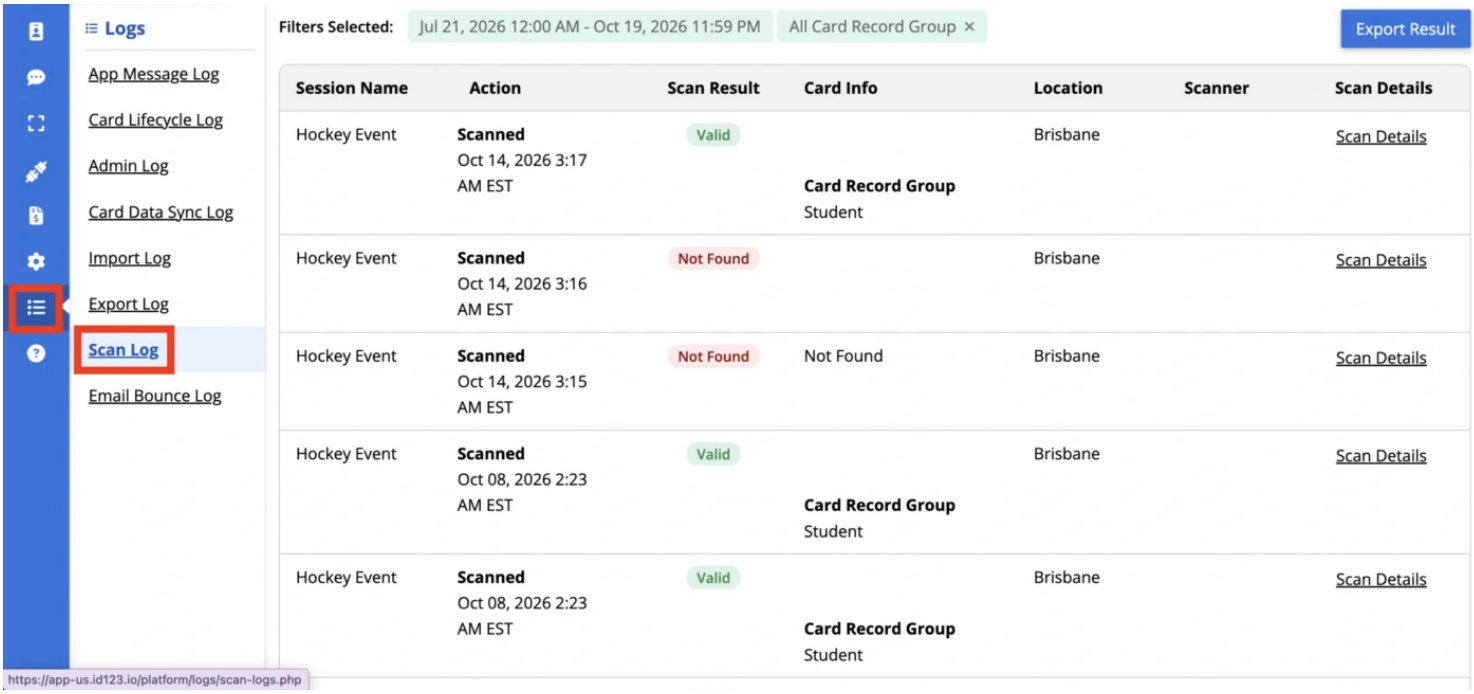
How to View & Export Scan History from the Scan Log in the ID Management System

ID Card Scanner · https://www.id123.io/knowledgebase/how-to-view-scan-history-in-the-scan-log/

The Scan Log in the ID123 ID Management System (IDMS) records every ID card scanned during your scan sessions. Administrators can use it to monitor scan activity, look up a specific cardholder or session, and review the outcome of each scan. This article walks you through how to open the Scan Log, find the scans you are looking for, view the details of an individual scan, and export your scan log results.

Step 1: Open the Scan Log

- Log in to your ID123 ID Management System (IDMS) account
- From the left-hand navigation bar, click the ‘Logs’ tab
- Select ‘Scan Log’ in the sub-menu

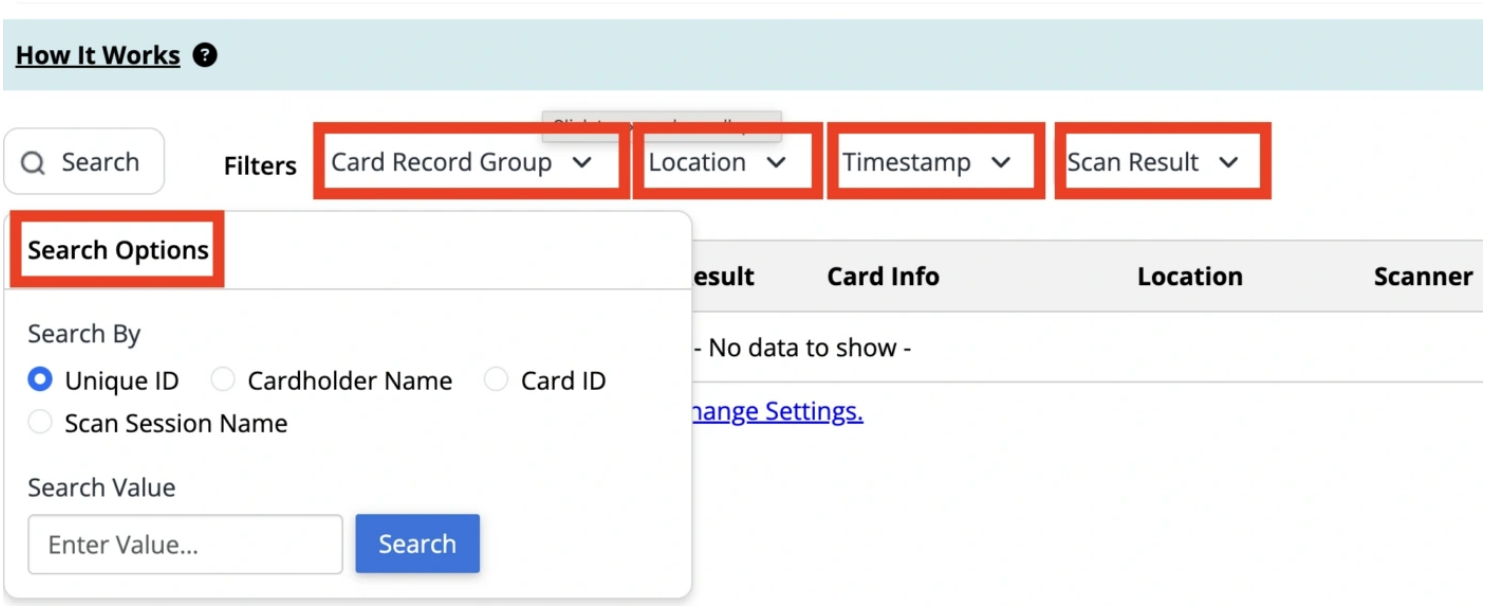


Step 2: Search and Filter Scans

- **Important:** By default, no filters are applied, so the Scan Log shows '- No data to show -' when you first open it. To see scan results, apply at least one filter (for example, a 'Timestamp' range) or run a search
- **Search:** Click 'Search', choose what to search by ('Unique ID', 'Cardholder Name', 'Card ID', or 'Scan Session Name'), enter a search value, and click 'Search'
- Use the following filters to narrow the results, then click 'Apply':

1. **Card Record Group:** Show scans for one or more card record groups (card templates)
2. **Location:** Show scans from specific scan session locations
3. **Timestamp:** Show scans from the 'Past 7 Days', the 'Past 30 Days', or a 'Custom Range' of dates and times
4. **Scan Result:** Show scans with a specific outcome: 'Valid', 'Expired', 'Invalid', 'Duplicate', or 'Not Found'

- Click 'Clear All Filters' to reset your search

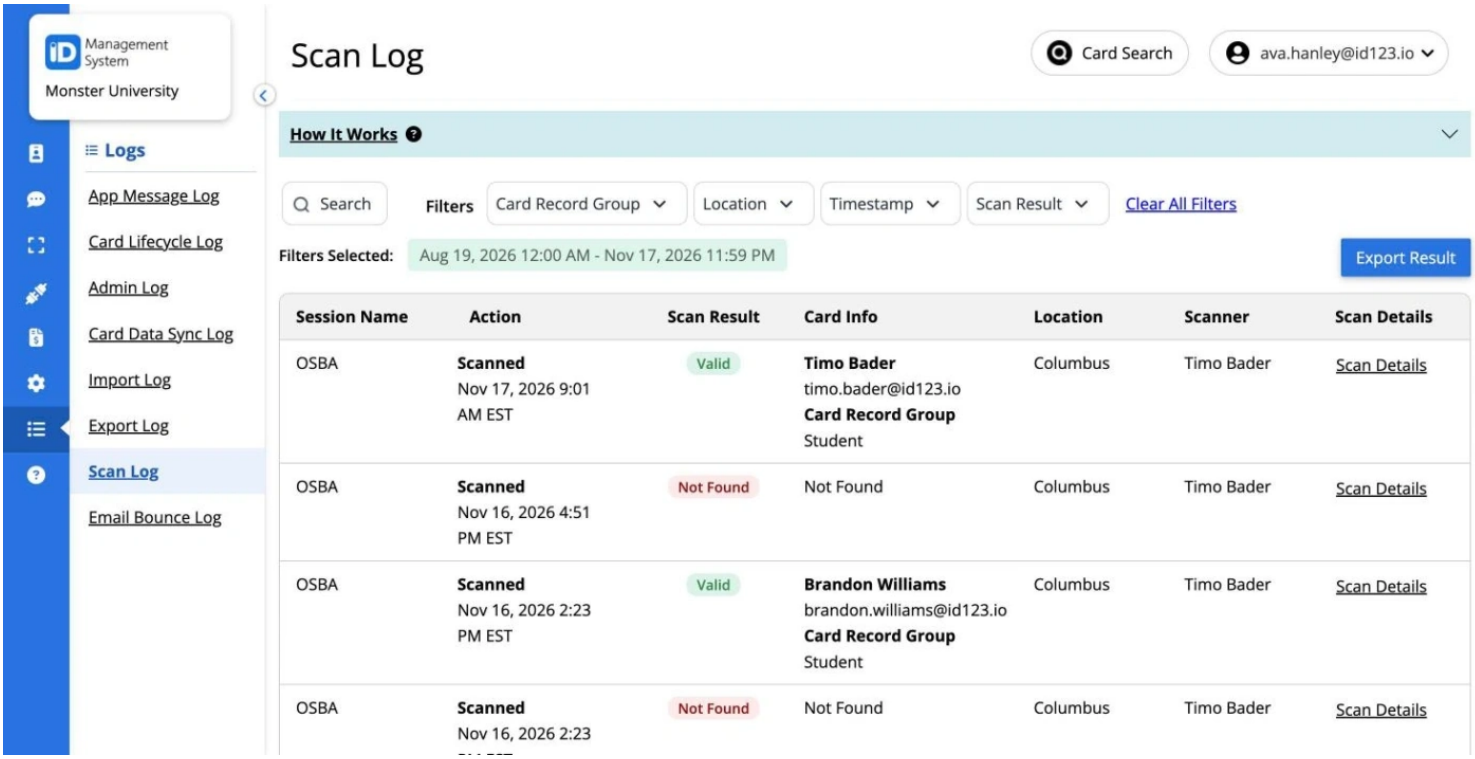


Step 3: Review the Scan Log

- Each scan is listed with the following information:

1. **Session Name:** The scan session the scan was made in
2. **Action:** The action taken and the date and time of the scan

3. **Scan Result:** The outcome of the scan, such as Valid, Expired, Invalid, Duplicate, or Not Found
4. **Card Info:** The cardholder's name, email address, and card record group
5. **Location:** Where the scan took place
6. **Scanner:** The name of the scanner user who performed the scan
7. **Scan Details:** A link to more information about the scan

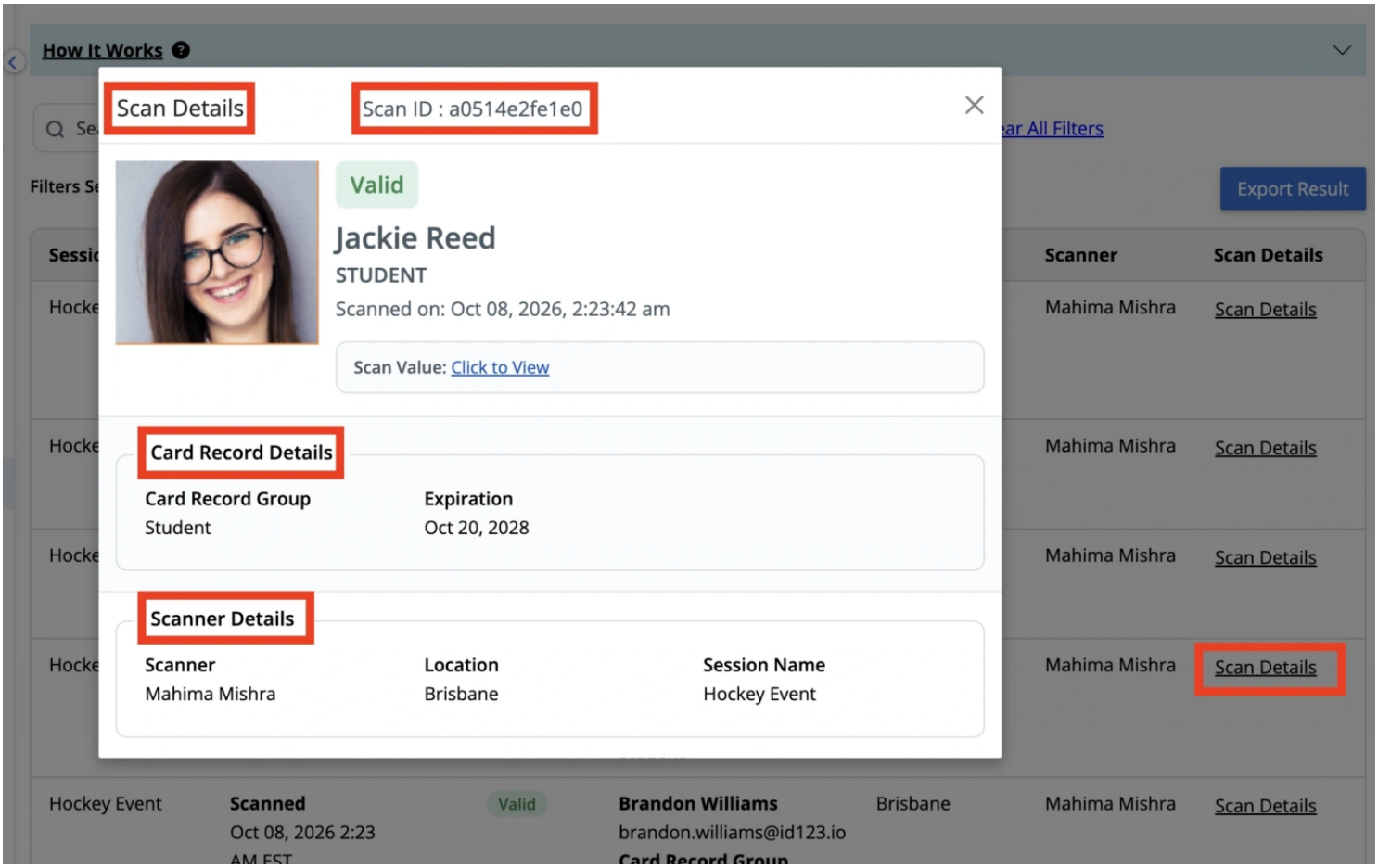


Step 4: View the Details of a Scan

- Click 'Scan Details' in a row to open the Scan Details window, which shows:

1. The Scan ID, scan result, cardholder name, and the date and time the card was scanned
2. The cardholder information displayed when scanned (based on the Scan Result Privacy setting)
3. The scanner user, location, and scan session name

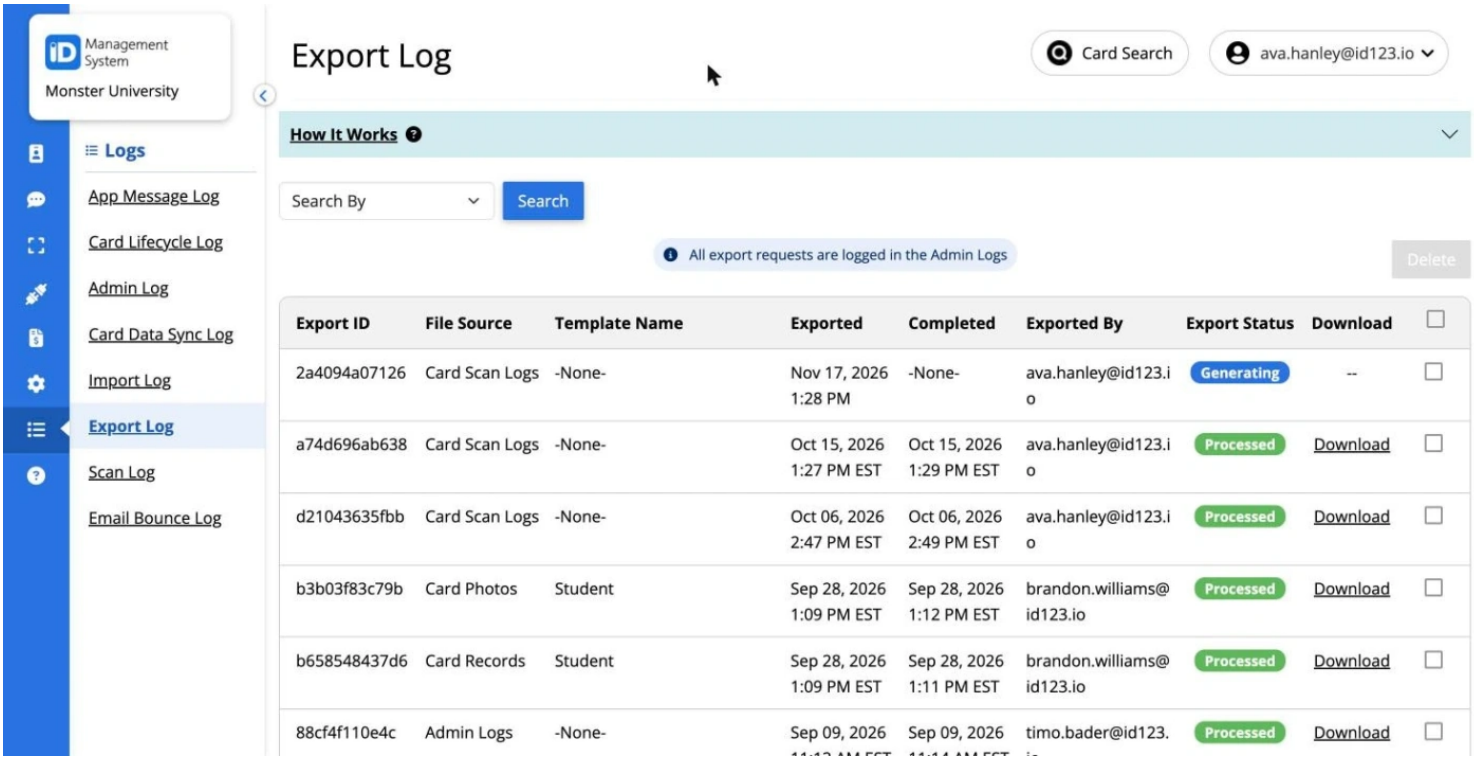
Note: Scan logs are kept for your account's data retention period (for example, 365 days). An administrator can adjust this by clicking 'Change Settings' at the bottom of the Scan Log page.



Step 5: Export Scan Log Results and Download the File

- Apply the search and filters for the scans you want to export (see Step 2), then click ‘Export Result’ on the right-hand side above the scan list
- A success message confirms that your export was scheduled. Click ‘here’ in the message to check its status
- You can also find your export at any time: from the left-hand navigation bar, click the ‘Logs’ tab and select ‘Export Log’ in the sub-menu
- In the Export Log, find your export (its File Source is ‘Card Scan Logs’). The Export Status shows ‘Generating’ while the file is being created and ‘Processed’ when it is ready
- Click ‘Download’ to save the exported scan log file to your computer

Note: All export requests are also recorded in the Admin Log.



You can now review and export your scan history! If you have any questions or need help using the Scan Log, feel free to contact our support team.