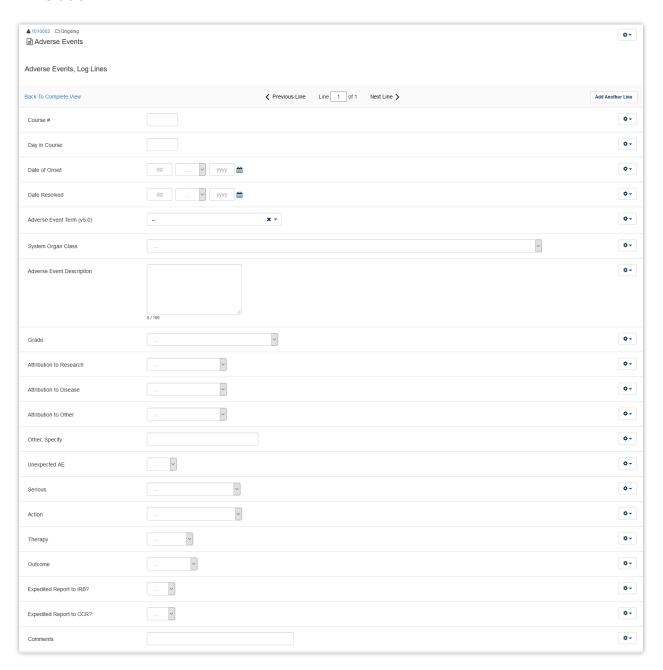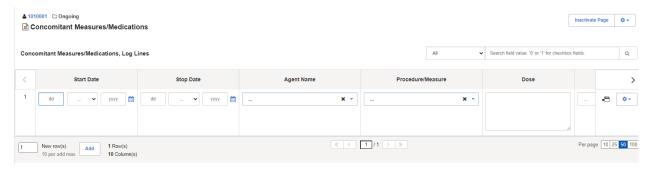# Log Forms Overview

Log forms appears in two different modes:

- **Landscape** - Each log line appears in a single, horizontal row. Each row contains the details of each log line. The form allows adding, inactivating, or reactivating log lines.
- **Portrait** - Data is entered for each log line on a standard vertical form. When viewing the complete log with all log lines, the layout converts to horizontal view and appears in the same manner as the landscape mode log form.

Portrait:

Landscape:

Searching Log Lines

1. Navigate to a **Study > Site > Subject > Folder >** a log form.
2. Enter a search field value in the field.
3. Click the magnifying glass.

Sorting Columns on Log Lines

1. Navigate to a **Study > Site > Subject > Folder >** a log form.
2. Click the name of the column once to sort ascending.
   Click the name of the column twice to sort descending.

Switching to Portrait from Landscape

1. Navigate to a **Study > Site > Subject > Folder >** a log form.
2. Click the to view the form in portrait view.

Scrolling Across Columns

If all form log lines are not visible on the page, an arrow icon appears allowing you to scroll from left to right.

1. Navigate to a **Study > Site > Subject > Folder >** a log form.
2. Click the arrow icon to view additional form columns

Adding Log Lines

1. Navigate to a **Study > Site > Subject > Folder** > a log form.
2. Enter a number 1–10 in the **New lines** box at the bottom of the form.
3. Click **Add**.

Inactivating Log Lines

After successfully saving a log line, it can be inactivated. This may be done if a line is entered in error for a subject, among other reasons.

Note: Log lines cannot be deleted, they can only be inactivated.

1. Navigate to a **Study > Site > Subject > Folder >** a log form.
2. Click **Inactivate** on the complete view of the log form.
   A dropdown with all log lines appears.
3. Select the line that you want to inactivate, and, if applicable, enter the reason for the inactivation.
4. Click **Inactivate**.
   The entire line grays out. The line is locked and no longer editable.

Reactivating Log Lines

Based on your permissions, you can reactivate an inactivated log line if the inactivation was a mistake or if it requires reversing. When a log line is reactivated, it is returned to whatever status it appears before its inactivation. You can take action on the log line based on your permissions; for example, editing data, querying, and so on.

Edit checks based on the Logical Record Position are re-run as needed once the log line is reactivated.

1. Navigate to a **Study > Site > Subject > Folder >** a log form with an inactivated log line.
2. Click **Reactivate** on the complete view of the log form.
   A dropdown containing all the log lines appears.
3. Select the line that you want to reactivate, and, if applicable, enter the reason for the reactivation.
4. Click **Reactivate**.
   The log line reappears with the current status.