onestream

Logging Guide

9.4.1 Release

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Table of Contents

Logging 1

Logon Activity 2

Task Activity 3

Enhancing Task Activity 4

Task Activity in Excel 5

Task Activity: Cancel Quick Views 6

Task Activity: Cancel XFGetCell Refresh 7

Cancel Cube Views 8

Cube View 9

Show Report 10

Export to Excel 11

Dashboard with Cube View Components 11

Detailed Logging 12

Cube View Paging 13

Paging Controls 13

Connect to a Cube View with Paging 14

Load an Excel File with Cube View Paging 15

Task Activity: Cancel Cube View with Paging 15

Quick View Paging 16

Paging Controls 17

Create a Quick View with Quick View Paging 17

Load an Excel File for Quick View Paging 18

Task Activity: Cancel Quick View Paging 19

Error Log 21

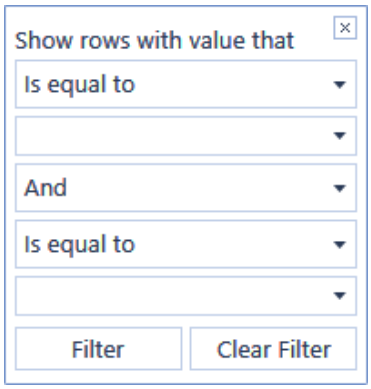
Logging

There are three Logging sections available in the OneStream application:

- Logon Activity
- Task Activity
- Error Log

Each Logging section displays content that you can sort and filter in a table. To sort, select a column heading to change the sort order to ascending or descending as represented by up and down arrow icons.

Select the **Filter** icon to filter by criteria.



Navigate pages by selecting the forward and back arrow icons or selecting page numbers. These icons are to the bottom left of the table.



To export data, right-click, select **Export**, and choose an export file type.

Logon Activity

In the Logon Activity page, you can view details about logging instances in a table.

Use these icons to perform actions in the Logon Activity table:

-  **Log Off Selected Session**: Logs out of any user session
-  **Clear Logon Activity**: Clears all Logon Activity

Use these terms to identify each column in the Logon Activity table:

- **Logon Status**: Displays the status of the logging instance, for example, Logged In, Logged Out by User, or Logged Out by System
- **User**: Displays the ID of the user, often a name
- **Application**: Displays the name of the application accessed
- **Client Module**: Displays how the user accessed the application, for example, Windows, Web, or Scheduler
- **Client Version**: Displays the application version of the user
- **Client IP Address**: Displays the IP address of the user
- **Logon Time**: Displays a date and time stamp of the login
- **Last Activity Time**: Displays a date and time stamp of when the user was last active
- **Logoff Time**: Displays a date and time stamp of the logout
- **Logon Server**: Displays the application server of the user

Task Activity

In the Task Activity page, you can view details about tasks in a table.

You can access the Task Activity page in two ways:

- Select the  **Task Activity** icon from the top right section of the Windows application.
- Select **System** > **Logging** > **Task Activity**.

Use these icons to perform actions in the Task Activity table:

-  **Clear Task Activity For Current User**: Clears all activity for the current user
-  **Clear Task Activity For All Users**: Clears all activity for all users
-  **Refresh**: Refreshes the Task Activity to display any changes made

If highlighted, you can select these icons to drill down for more information about items in the Task Activity table:

-  **Child Steps**: Displays the child steps of the selected task
-  **Error Information**: Displays detailed information about errors that occurred with the selected task
-  **Selected Task Information**: Displays further information about the selected task than

is available in the table

- % **Running Task Progress**: Displays the progress of the running task

Use these terms to identify each column in the Task Activity table:

- **Task Type**: Displays the action of the user, for example, Cube View, Consolidate, or Recycle Application Server
- **Description**: Displays the details of the activity, for example, POV or Multiple Data Units
- **Duration**: Displays the amount of time the activity lasted
- **Task Status**: Displays the status of the task, for example, Completed or Failed

  > **NOTE:** Canceling the task will transition the Task Status from Canceling to Canceled.

- **User**: Displays the ID of the user, often a name
- **Application**: Displays the name of the application the task was processed in
- **Server**: Displays the application server used
- **Start Time**: Displays a date and time stamp at the beginning of the task
- **End Time**: Displays a date and time stamp at the end of the task
- **Queued CPU**: Displays the percentage of CPU utilization when the task was initiated
- **Start CPU**: Displays the percentage of CPU utilization when the job began from the queue

For more details on Task Queueing, see "Data Management" in the *Application Tools Guide*.

Enhancing Task Activity

Task Activity enables you to cancel a long-running Cube View in these areas:

- Task Activity in Excel
- Cancel Cube Views
- Cube View Paging
- Quick View Paging

Task Activity in Excel

To cancel a long-running Cube View in the Excel Add-In, select the  **Task Activity** icon in the Tasks section of the OneStream ribbon. You do not need to log in to the Windows application. Administrators can also cancel another user's running task.

You can also access the  Task Activity icon in the Cube View Connection dialog box. This enables you to cancel while in the process of establishing a connection to the longer-running Cube View.

> **NOTE:** The Task Activity icon in the Cube View Connection dialog box is also featured in the Windows application.

Select the **Task Activity** icon to review all Cube Views. To view the Task Progress dialog box and progress bar, select the **Running Task Progress** icon. In the Task Progress dialog box, you can cancel the task by selecting the **Cancel Task** button and close the dialog box by selecting the **Close** button.

In Task Activity, the Task Status column displays if the task was completed or canceled by a user or administrator. If you are an administrator, you can show tasks for all users or show running tasks only. You can also cancel another user's running task. Non-administrators can show only running tasks. In Task Activity, the **Task Information** and **Running Task Progress** icons are displayed inline with each record. You can also select the **Running Task Progress** icon to cancel a task.

Task Activity: Cancel Quick Views

In Task Activity, a user or administrator can cancel a long-running Quick View.

To cancel a long-running Quick View in the OneStream Spreadsheet and Excel Add-In, follow these steps:

1. Create a Quick View or Refresh a Quick View to cancel the long-running Quick View. Information populates and a loading spinner displays.
2. Select the **Task Activity** icon. A Quick View task type displays in the Task Activity dialog box.
3. Use the **Running Task Progress** icon to open the Task Progress dialog box.
4. The Task Progress dialog box will display the indeterminate progress bar. Use the **Cancel Task** button to cancel your task.
5. Select the **Close** button to close the Task Progress dialog box, or leave it open for it to close automatically when the cancel is completed.
6. Select the **Refresh** button in the Task Activity dialog box.
7. Select the **Child Steps** or **Task Information** buttons to review the canceled task.

> **NOTE:** You can select the Child Steps button in Task Activity to review all specific task steps for Quick Views or Cube Views.

Task Activity: Cancel XFGetCell Refresh

Follow these steps to cancel an XFGetCell function conversion within Excel Add-In or the OneStream Spreadsheet:

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **Cube Views**. In Excel Add-In, under the **OneStream** ribbon, select **Cube Views**.
2. Select **Cube View Connection**.
3. When the Cube View Connection dialog box appears, select the **Add** button.
4. After the Cube View loads, locate the **OneStream** ribbon, and select the **Convert to XFGetCells** button. You can also right-click in the Cube View and select **OneStream** > **Convert to XFGetCells**.
5. Select the **Refresh Sheet** button.
6. Select the **Task Activity** icon, and a Get Excel Data task type displays in the Task Activity dialog box.
7. Use the **Running Task Progress** icon to open the Task Progress dialog box.
8. The Task Progress dialog box will display a progress bar. Use the **Cancel Task** button to cancel your task.
9. Refresh the Task Activity dialog box. The Task Activity dialog box will display the task status if the user or administrator canceled the task.

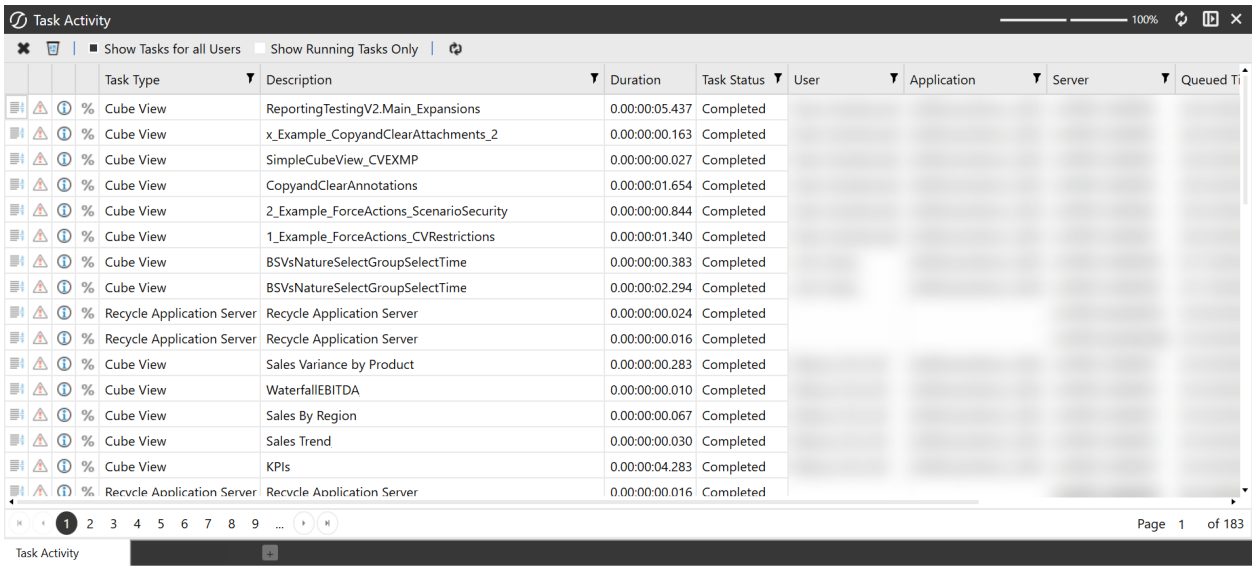
> **NOTE:** In Task Activity, when canceling a task, a progress bar with a percentage load will display for XFGetCell canceled tasks.

Cancel Cube Views

In Task Activity, a user or administrator can track Cube View progress and cancel a long-running Cube View instead of resetting IIS.

> **IMPORTANT:** Cloud and self-hosted customers can cancel their own long-running Cube Views and turn on detailed logging to support troubleshooting.

> **NOTE:** For all non-UI tasks like consolidation or other long-running tasks, the Task Activity icon will start blinking within a few minutes.



Cube View

If running a Cube View through data explorer or refreshing the page takes longer than 10 seconds, a dialog box will display a progress bar where you can cancel the Cube View or close the dialog box. Selecting the **Close** button will close the dialog box, and the Task Activity icon will blink to show that a task is running in the background. After the task completes, the task report will open. If you select the **Cancel Task** button, a cancellation message will display, and the report will not run. You are not required to select an option when the dialog box displays because it will close automatically after the report loads.

In Task Activity, the Task Status column displays if the task was completed or canceled by a user or administrator. If you are an administrator, you can show tasks for all users or show running tasks only. You can also cancel another user's running task. Non-administrators can show only running tasks. In Task Activity, the **Task Information** and **Running Task Progress** icons are displayed inline with each record. You can also select the **Running Task Progress** icon to cancel a task.

The Task Activity icon will blink if the Cube View takes longer than 10 seconds to complete and you are not in the Task Activity dialog box. A loading spinner may display after selecting the Task Activity icon. In some cases, the task will complete and the Task Activity icon will continue blinking. It will stop after a few seconds, or you can stop it by performing an action in the application.

Show Report

If running a report using Show Report takes longer than 10 seconds, a dialog box will display a progress bar where you can cancel the Cube View or close the dialog box. Selecting the **Close** button will close the dialog box, and the Task Activity icon will blink to show that a task is running in the background. After the task completes, the task report will open. If you select the **Cancel Task** button, a cancellation message will display, and the report will not run. You are not required to select an option when the dialog box displays because it will close automatically after the report loads.

In Task Activity, the Task Status column displays if the task was completed or canceled by a user or administrator. If you are an administrator, you can show tasks for all users or show running tasks only. You can also cancel another user's running task. Non-administrators can show only running tasks. In Task Activity, the **Task Information** and **Running Task Progress** icons are displayed inline with each record. You can also select the **Running Task Progress** icon to cancel a task.

The Task Activity icon will blink if the Cube View takes longer than 10 seconds to complete and you are not in the Task Activity dialog box. The Task Activity icon will not blink if a task activity dialog box is open. A loading spinner may display after selecting the Task Activity icon. In some cases, the task will complete and the task activity icon will continue blinking. It will stop after a few seconds, or you can stop it by performing an action in the application.

Export to Excel

If running an Export to Excel takes longer than 10 seconds, a dialog box will display a progress bar where you can cancel the Cube View or close the dialog box. Selecting the **Close** button will close the dialog box, and the Task Activity icon will blink to show that a task is running in the background. After the task completes, the task report will open. If you select the **Cancel Task** button, a cancellation message will display, and Excel will not launch. You are not required to select an option when the dialog box displays because it will close automatically after the report loads.

In Task Activity, the Task Status column displays if the task was completed or canceled by a user or administrator. If you are an administrator, you can show tasks for all users or show running tasks only. You can also cancel another user's running task. Non-administrators can show only running tasks. In Task Activity, the **Task Information** and **Running Task Progress** icons are displayed inline with each record. You can also select the **Running Task Progress** icon to cancel a task.

The Task Activity icon will blink if the Cube View takes longer than 10 seconds to complete and you are not in the Task Activity dialog box. The Task Activity icon will not blink if the dialog box is open. Your cursor may spin after selecting the Task Activity icon. In some cases, the task will complete and the task activity icon will continue blinking. It will stop after a few seconds, or you can stop it by performing an action in the application.

Dashboard with Cube View Components

If running a dashboard with one or more Cube View components takes longer than 10 seconds, you will not see a dialog box. You must select **Task Activity** to review all Cube Views. You can cancel each individual Cube View by selecting the **Running Task Progress** icon.

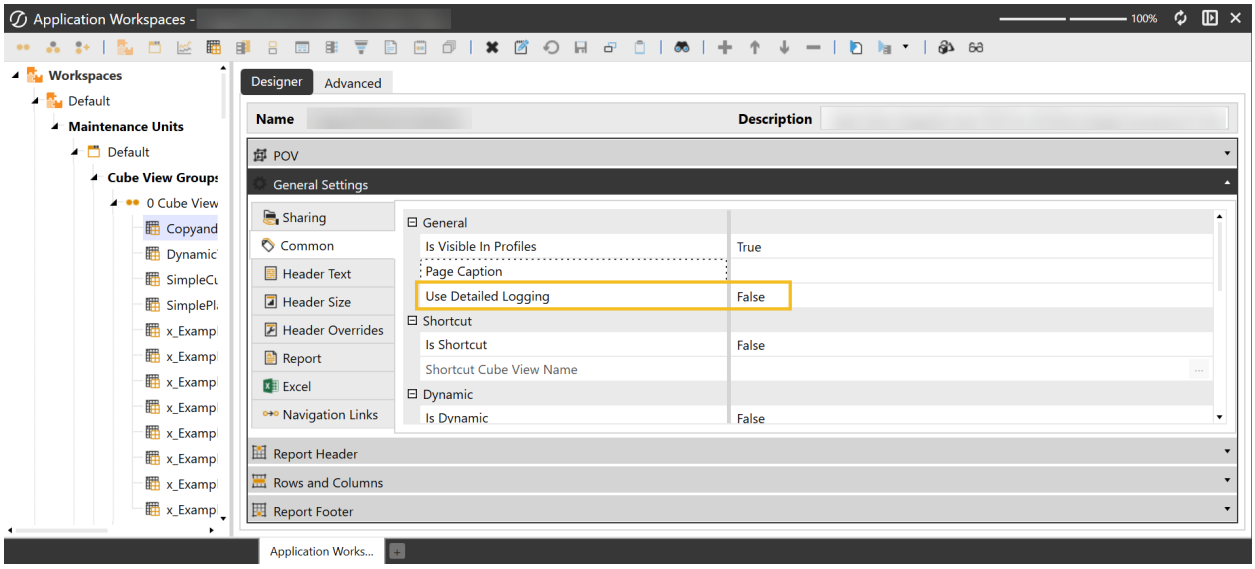
If the Cube View has been canceled, a message will display that the Cube View cannot be opened.

Detailed Logging

The Use Detailed Logging setting is available in the Designer and Advanced tabs of individual Cube Views. It enables you to turn on detailed logging to gather more information about your Cube Views, such as data cells and any additional information in Task Activity.

Use these steps to locate the Use Detailed Logging setting:

1. On the **Application** tab, under **Presentation**, select **Workspaces**.
2. In the **Application Workspaces** pane, under **Workspaces**, expand **Default** > **Maintenance Unit** > **Default** > **Cube View Groups**.
3. Select a Cube View under the **Cube View Groups** to edit.
4. Select the **Designer** tab.
5. Expand the **General Settings** pane. Then, select **Common**.
6. The **Use Detailed Logging** setting defaults to False. To view detailed logging information in Task Activity, open the drop-down menu and select **True**.

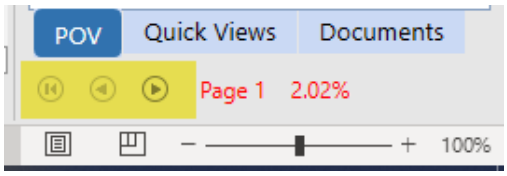


Cube View Paging

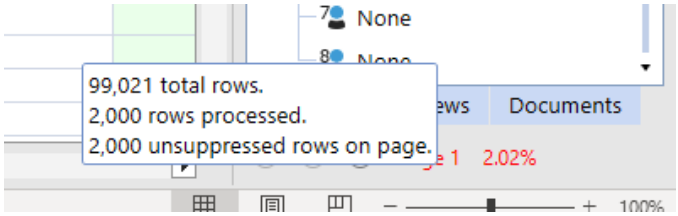
You can cancel a long-running Cube View that contains paging in the Excel Add-In or Spreadsheet during the initial load of the Cube View. You can also cancel a single page using Task Activity instead of waiting for the entire Cube View to load and process.

Paging Controls

Navigate pages by selecting the forward and back arrow icons in the lower right corner. Each page will display the page number and data loaded in a percentage below the tabs.



The paging tooltip lists the number of total rows, rows processed, and unsuppressed rows on a page.



Connect to a Cube View with Paging

You can connect to a Cube View with paging in Excel Add-In or OneStream Spreadsheet.

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **Cube Views**. In Excel Add-In, under the **OneStream** ribbon, select **Cube Views**.
2. Select **Cube View Connections** to add the Cube View connection.
3. When the **Cube View Connection** dialog box displays, select the **Add** button.
4. In the **Cube View Connection** dialog box, select the **ellipsis** next to the Cube View field.
5. Open the **Object Lookup** tool. Use the **Search** field to search for your Cube View, and select it in the navigation tree. Then, select the **OK** button.

   > **NOTE:** It may take a long time for the parameter dialog box to display for Cube Views containing parameters. You must enter or choose a specific value after selecting the **OK** button and the Cube View.

6. In the **Cube View Connection** dialog box, select **Close**.

7. Select the right corner of the Cube View to display the paging controls. You can navigate between pages with the arrow icons in the lower right corner. The percentage of loaded data will display next to the paging controls.

Load an Excel File with Cube View Paging

You can load an Excel file that contains a Cube View that needs to be paged in Excel Add-In or Spreadsheet.

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **File** > **Open**. In Excel Add-In, under the **OneStream** ribbon, select **File** > **Open**.
2. Select a file from your local folder or OneStream File System, and then select **Open**.
3. From the **OneStream** ribbon, select the **Refresh Sheet** button. The Cube View data will refresh, and the paging controls will display.
4. You can navigate between pages with the arrow keys. The percentage of loaded data will display next to the paging controls.

Task Activity: Cancel Cube View with Paging

In Task Activity, a user or administrator can cancel a Cube View in Task Activity in Excel Add-In or Spreadsheet.

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **Cube Views**. In Excel Add-In, under the **OneStream** ribbon, select **Cube Views**.
2. Select **Cube View Connection** and add the Cube View connection.
3. When the Cube View Connection dialog box displays, select the **Add** button.

4. In the **Cube View Connection** dialog box, select the **ellipsis** next to Cube Views.
5. Open the **Object Lookup** tool. Use the **Search** field to search for your Cube View, and select it in the hierarchy. Then, select the **OK** button
6. Select the right corner of the Cube View to display the paging controls. Select the **Next Page** button.

   > **NOTE:** If the Next Page load time is longer than 10 seconds, a dialog box will display, enabling you to cancel the Cube View.

7. Select the **Task Activity** icon. A Cube View task type displays in the Task Activity dialog box.
8. Use the **Running Task Progress** icon to open the Task Progress dialog box.
9. In the Task Progress dialog box, it will display the indeterminate progress bar. Use the **Cancel Task** button to cancel your task.
10. Refresh the Task Activity dialog box. The Task Activity dialog box will display the task status if a user or administrator canceled the task.

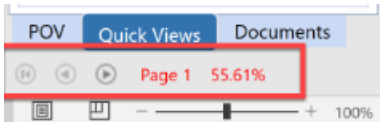
> **NOTE:** Canceling the Next Page load for a Cube View or Quick View will display the #REFRESH text in the data cells, rather than the page blank for the Initial Load.

Quick View Paging

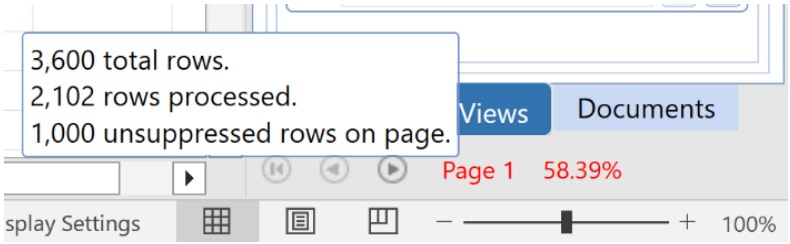
You can cancel a Quick View with Paging in the Excel Add-In or Spreadsheet. You can also cancel a single Quick View page using Task Activity instead of waiting for the entire Quick View to load and process.

Paging Controls

Navigate pages by selecting the forward and back arrow icons in the lower right corner. Each page will display the page number and data loaded in a percentage below the tabs.



The paging tool tip lists the number of total rows, rows processed, and unsuppressed rows on a page.



Create a Quick View with Quick View Paging

You can create a Quick View with Paging in Excel Add-In or Spreadsheet.

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **Quick Views** > **Create Quick View**. In Excel Add-In, under the **OneStream** ribbon, select **Quick Views**.
2. In the **Quick View** pane, select the **Create Quick View** button.

> **NOTE:** See "Create and Modify Quick Views" in the*Excel Add-In Guide*.

3. In the **Create Quick View** dialog box, accept the default or insert a specific name, and then select **OK**.
4. Modify your Quick View to add and remove dimensions and members to set up your Quick View. When making modifications and applying changes, the data will update to reflect all changes.

   > **NOTE:** See "Modify Quick Views" in the *Excel Add-In Guide*.

5. When a Quick View requires paging, the paging controls will display in the lower right corner. You can navigate between pages with the arrow keys. The percentage of loaded data will display next to the paging controls in the lower right corner.

Load an Excel File for Quick View Paging

You can load an Excel file that contains a Quick View with Paging for Excel Add-In or Spreadsheet.

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **File** > **Open**. In Excel Add-In, under the **OneStream** ribbon, select **File** > **Open**.
2. Select a file from your local folder, and then select **Open**.
3. In the **OneStream** ribbon, select the **Refresh Workbook** button. The Worksheet and data will refresh, and the paging controls will display.
4. You can navigate between pages with the arrow keys. The percentage of loaded data will display next to the paging controls.

Task Activity: Cancel Quick View Paging

In Task Activity, a user or administrator can cancel a Quick View with paging within Excel Add-In or Spreadsheet.

1. In the Windows application, locate the **OneStream** ribbon, then select **Tools** > **Spreadsheet** > **Quick Views**. In Excel Add-In, under the **OneStream** ribbon, select **Quick Views**.
2. In the **Quick View** pane, select the **Create Quick View** button.

   > **NOTE:** See "Create and Modify Quick Views" in the *Excel Add-In Guide*.

3. In the **Create Quick View** dialog box, accept the default or insert a specific name, and then select **OK**.
4. Modify your Quick View to add and remove dimensions and members to set up your Quick View. When making modifications and applying changes, the data will update to reflect all changes.

   > **NOTE:** See "Modify Quick Views" in the*Excel Add-In Guide*.

5. When a Quick View requires paging, the paging controls will display in the lower right corner. You can navigate between pages with the arrow keys. The percentage of loaded data will display next to the paging controls in the lower right corner.
6. Select the **Next Page** button.
7. Select the **Task Activity** icon, and a Quick View task type displays in the Task Activity dialog box.
8. Use the **Running Task Progress** button to open the Task Progress dialog box.

9. The Task Progress dialog box will display the indeterminate progress bar. Select the **Cancel Task** button to cancel your task.
10. Refresh the Task Activity dialog box. The Task Activity dialog box will display the task status if a user or administrator canceled the task.

> **NOTE:** Canceling the Next Page load for a Cube View or Quick View will display the #REFRESH text in the data cells, rather than the page blank for the Initial Load.

Error Log

In the Error Log page, administrators can view details about error instances in a table.

Use these icons to perform actions in the Error Log table:

-  **Clear error log for current user**: Clears all logs for a user
-  **Clear error log for all users**: Clears all logs for all users

Use these terms to identify each column label in the Error Log table:

- **Description**: Displays a brief description of the error
- **Error Time**: Displays a date and time stamp of when the error occurred
- **Error Level**: Displays the error type, such as Unknown, Fatal, or Warning
- **User**: Displays the user ID
- **Application:** Displays the application a user is logged onto
- **Tier**: Displays the application tier, such as App Server, Web Server, or Client
- **App Server**: Displays the application server to which a user was connected when they encountered an error