

# Setting Log General Information

The second screen of the Add Log wizard includes the Basic Info section for defining the basic information of the new log in XpoLog Center, including:

- **Log Name** – the name of the log in XpoLog Center
- **Parent Log Folder** – the folder where to locate the newly added log
- **Collection Policy** – the collection policy for the added log
- **Tag to Application(s)** – optional; the applications to tag to the log
- **Logtype Tag(s)** – optional; the log type of the added log

## Setting the Log Name and Location in XpoLog

By default, the log is placed under Folders and Logs in XpoLog Center directly under **Folders and Logs** in the left pane of the Log Viewer. However, you can select or create another parent folder for the newly added log. In this case, the log is placed under the selected parent folder located under **Folders and Logs**.

### *To set the name and location of the newly added log:*

1. By default, the log name is set to the name of the original log. However it can be modified in the **Log Collection Settings** section of the Add Log Wizard, in **Log Name**, type a meaningful name for the new log.
2. If you want to select for the new log a Parent folder other than the default (**Folders and Logs**), near **Parent Folder**, click **Browse**. The Parent Folder page opens, displaying the available parent folders.
3. In the Parent Folder page, do one of the following:  
Select an existing folder to be the parent of the new log, by clicking the folder on the Parent Folder page.  
Click the **Create New** button, and in **Enter new folder name**, type the name of the new parent folder, and then click the **Save** button.  
The selected folder appears in **Parent Folder**.

## Selecting the Log Collection Policy

XpoLog uses a log collection policy to determine how XpoLog server should collect the log information into its repository, and how long the log should be archived. By default, XpoLog uses the default log collection policy. However, you can also use a predefined log collection policy (see [Defining a Log Collection Policy](#)).

### *To define a log collection policy:*

- In **Collection Policy**, select the collection policy to use.

## Tagging the Log to Application(s)

Optionally, you can tag the newly added log to applications.

### *To tag the added logs directory to application(s):*

There are 2 options:

1. Add existing Tag(s) to the log - near **Tag to Application(s)**, click on the Tag to Application(s) dialog box. The Tag to Application(s) list is displayed. Select the the applications to tag to the log.
2. Create new Application Tag(s) to the log - in the Application Tag(s) dialog box, type the name of the new application, and then click ENTER key. The application is added to the Application list, and its checkbox is marked. The selected applications, separated by commas, appear in **Tag to Application(s)**.

## Tagging the Log to Log Type(s)

Optionally, you can tag the newly added log to log type.

### *To tag the added logs directory to log type(s):*

There are 2 options:

1. Add existing Tag(s) to the log - near **Logtype Tag(s)**, click on the Log Type(s) dialog box. The Logtype Tag(s) list is displayed. Select the the Logtype Tag(s) to tag to the log.
2. Create new Application Tag(s) to the log - in the Log Type(s) dialog box, type the name of the new logtype tag, and then click ENTER

key. The logtype tag is added to the Logtype Tag(s) list, and its checkbox is marked. The selected applications, separated by commas, appear in **Logtype Tag(s)**.

## Assigning the Source Server to the Log

Optionally, you can assign a source server name to the newly added log.

### ***To assign a source server to the log:***

By default **XpoLog automatically assigns the source server to the log based on the originated source**. However, if you wish to set a custom name / specific source name to the log enter it. When searching/viewing the log (<SEARCH\_QUERY> in server.SERVER\_NAME / group by EXT.SERVER / etc. the results will refer to the custom name as the source server of this log.