

Accessing and Exporting Your Centralized SMS Logs [New]

The **SMS Logs** screen provides a centralized record of all SMS notifications sent from your OnceHub account.

How To View SMS Logs

You can access your consolidated SMS transaction logs using the following steps:

1. Click the **gear icon** in the top-right corner.
2. Select **Billing/ Subscription** from the menu.
3. In the SMS section, click the **View SMS log** link.
4. The SMS log screen displays all transactions, defaulting to the **last 7 days**.

Use the available **Time Range** selector and/ or **Filter By (phone number)** to quickly filter specific transactions.

How To Export SMS Logs

Full SMS message content is **not displayed** in the SMS Logs view. To view the complete message text, you must export the SMS logs using the following steps:-

1. Click **Export CSV** link in the top-right corner to download the filtered results as a CSV file.

While the on-screen log provides a quick summary, the exported CSV file contains a comprehensive record for auditing and compliance. Every export includes:

- **Timeline & Status:** Date, time and delivery status.
- **Sender Information:** Sender name and sender email.
- **Recipient Information:** Recipient name, phone number and email.
- **Message Details:** Full SMS content, total characters and SMS credits used.

Programmatic Access to SMS Logs (API)

OnceHub supports programmatic access to SMS notification logs for organizations that need automated or large-scale retrieval of SMS data. Integrating with our API allows you to sync SMS records directly with your internal systems.

This allows you to:

- Retrieve SMS logs directly from your OnceHub account
- Filter results by **date**, **recipient** and **recipient type**
- Access **full SMS message content** to meet compliance and auditing requirements

For endpoint specifications, authentication headers and code samples, please visit the [OnceHub Developer Documentation](#).
