

Daily Log

Usage

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Introduction



This manual describes how to use the daily log module. Access the daily log module by pressing the Pen and Notebook Daily Log icon. Special notes regarding the daily log program:

- Daily Log records cannot be deleted.
- Daily Log records cannot be edited.

Daily Log Entry

Date: 05/19/2014 11:44 End: 05/19/2014 11:44

Event#: Not Applicable

Entered: 05/19/2014 11:45

Description: Burn Day

Entered By: 100 Smith

User Name: SYSADMIN System Administrator

Location: Headquarters

Shift: Group C

Narrative

Burned the leaves in the back lot.

Stations and Units

| Time | Description | Comments | Entered By |
|-------|-------------------------|--------------------------------------|------------|
| 16:34 | Test of Dispatch System | Made several changes to the | Smith |
| 11:44 | Burn Day | Burned the leaves in the back lot. | Smith |
| 11:41 | Cut grass at HQ | Also blew the grass of the driveway. | Smith |
| 11:40 | Radio Test | Did a radio test and requested feed | Smith |

Daily Log Screen Summary

This section describes the screen layout.

- Calendar. The calendar is used for viewing past history.
- Location Selector Tabs. Located just below calendar and above the log entries. Use these tabs to select the location for entry or review.
- Department Information. Entry fields for daily log.
- Narrative. Comments for daily log.

Entering a Log Record

Follow these steps to enter a daily log record:

1. Open the Daily Log window.
2. Press the **New** button.
3. Enter the data in the spaces provided. The Description field stock entries can be added, edited or deleted by clicking the appropriate buttons on the selection window. The list of locations is populated from the Locations tab in the Scheduling Setup window.
4. Press the **Save** button to save the daily log record.

Printing the Daily Log

Follow these steps to print the daily log history.

1. Select the **Report Manager**.
2. Select the **General Reports** menu item.
3. Select the **Daily Log history Report**. Enter the date range and press the **Preview** or **Print** button.

Or simply press the **Print Log** button and enter the date range.

Daily Log Field List

The following fields are found in the daily log.

| Field Description | How it is Used | Special Notes | Example Entries |
|-------------------|--|---|--------------------|
| Last Name | Enter the last name in the space provided. | If the member is a junior, put it at the end of this field. | Baker Baker Jr. |
| First Name | Enter the last name in the space provided. | None | Robert |
| Middle | Enter the middle name in the space provided. | None | Stanley |
| Address | Enter the address in the line(s) provided. | None | 81 Main Street |

Searching the Daily Log

Select the drop down next to the icon. Select the menu choice, **Search Daily Log**. From here, you can search the daily log. You cannot edit or delete from here.

