LOG BOOKS

This area allows employees to keep log books on-line of everything that happened during their shift, so when the next employee reports for work, they can quickly see what is going on. You must be authorized to view logbooks.

Log books can be secured so for example you could have a Shift Leader Log book that can be protected so others who can normally see Logbooks can't see this one.

FROM THE MENU: Detention, Log Books

- **Log Book**: Select the log book you would like to view.
- **Display entries between**: This will default to a 24 hour display. You can see more dates by changing the first date. The minus button takes you backward one day at a time and the plus button moves you forward one day at a time.

Click the **Submit** button to display the result of your selections.

To add a new log book entry:

- **Log date/time:** Enter the date and time of the log book note.
- **Notes:** Type the entry. This notes area can be configured so it uses HTML. This means you can underline or bold certain words. You could also make words a specific color or font size so they stand out.

Click the **Update** button to save your work.