

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 notes
Enter criteria and press Submit

Log book:

Display entries between: and

<u>Date/time</u>	<u>By</u>	<u>Notes</u>
Add new log book entry		
11/16/2003 1:15:00 PM	D. Wims	Notified mother of Orozco, Javier who resides in Illinois. She does not speak english. Translated to son the date and time for court and documents needed for court. Son advised me mother has to work, possibility she may not make it to court.
11/16/2003 12:01:00 PM	D. Wims	New Intake - Orozco, Javier
11/16/2003 12:00:00 PM	D. Wims	C unit to Rec.
11/16/2003 11:24:00 AM	D. Wims	Steuben County Probation inquired if WYC could house a juvenile. Stated a Zachary Hull would be transported this afternoon. Advised K. Mann.
11/16/2003 10:35:00 AM	D. Wims	O unit to Rec.
11/16/2003 9:55:00 AM	D. Wims	Mother of Dart, Nicholas contacted WYC and was advised of court date and time as well as documents needed for court.



- **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 Book Detail Control desk log book

Log date/time:

Notes:

- **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.