

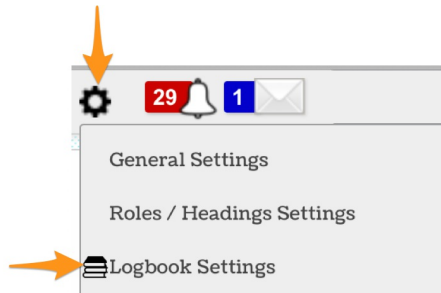
Logbook Setup

Last Modified on 04/24/2019 11:33 pm MDT

Logbook Setup

From the Gearwheel Menu > Logbook Settings

(Requires permission levels: Admin, Location Admin, or Custom)



Setup Logbook Topics (Topics will appear as Form Headings when filling out Shift Reports)

Logbook Topics

Collect information about the day

<input checked="" type="checkbox"/> Active	2 of 10 Schedules	Topic Name	Overall Shift	3 of 3 Day Parts
<input checked="" type="checkbox"/> Active	3 of 10 Schedules	Topic Name	Employees	1 of 3 Day Parts

Select which schedules Topics apply to, i.e. FOH / BOH..

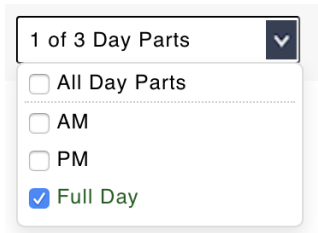
2 of 10 Schedules

NOTE: Multiple schedules can share the same Topic. Comments will be consolidated when Logbook Report is viewed / emailed. Or, a Topic can be applied to a single schedule, i.e. "Kitchen Notes" could be applied to "BOH", and would then visible for entry when submitting Shift Notes to

the BOH.

NOTE: All Topics will roll up into a single report, viewable to the degree viewing permissions allow.

Select which Day Parts Topics apply to. If only a single Shift Report per day is applicable, choose Full Day. If multiple shifts will report per day, choose AM and PM. Or blend all three.




1 of 3 Day Parts ▼

- All Day Parts
- AM
- PM
- Full Day

Setup Logbook Tags

NOTE: Tags can be applied to any Logbook Entry, and then used for filtered reporting.

Logbook Tags

Click 'Create a Tag' to get started. Select Options  [Create a Tag](#)

Permission Setup

Permission to ENTER Shift Notes

- Automatically given to Admins, Managers L1 / L2 / L3, Shift Managers & MODs
- This Permission can be added to custom templates

Logbook

- View Logbook (Schedule Specific)**
View Logbook topics
- Make Logbook Entries**
Add entries to Logbook topics

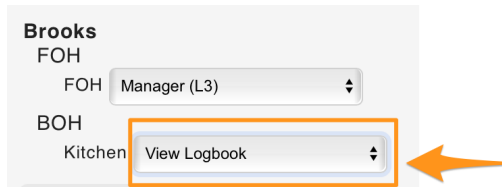
Permission to VIEW Logbook Reports

- Automatically given to Admins, Manager L3
- This Permission can be added to custom templates

Logbook

- View Logbook (Schedule Specific)**
View Logbook topics

- NOTE: For a manager to view a complete Logbook Report from all Departments / Schedules, they must have the "View" Permission applied for all locations where they are not already a manager. The "View Logbook" permission can be applied as shown below



Logbook Report Send Time

The Time of the daily Logbook email report can be set in [General Settings > Other Settings](#)

Time to Send Email Analytics Report
(default is end of payroll day)

5am
