Logbook Use

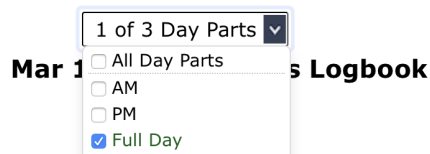Last Modified on 08/19/2022 2:49 pm MDT

Logbook Use

Entering Shift Notes

Desktop

1. From the Schedule (where user's permission resides) clock the Logbook icon that corresponds with the applicable date

Mon Mar 18 (24) 📝 📚

2. In the Logbook entry window, select the Day-Part

Brooks Logbook @FOH for Monday March 18

1 of 3 Day Parts ▾
☐ All Day Parts
☐ AM
☐ PM
☑ Full Day

Mar 1...s Logbook

3. Enter Shift Notes under all applicable Topics

Overall Shift

Peter Lambros @FOH on Mar 31 11:27pm 📝
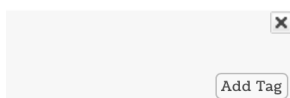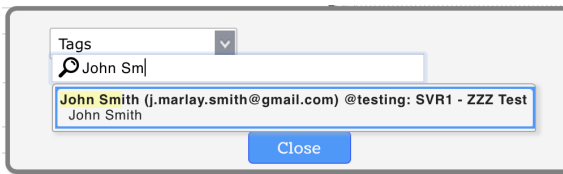The shift ran smooth and guests were delighted.

Enter New Notes

Add Note

Employees

Peter Lambros @FOH on Mar 31 11:27pm 📝
John was late and took no initiative during the close

4. Enter Tags (if applicable)

✕

Add Tag

EMPLOYEE Tags: By Tagging an employee, the note becomes part of the searchable file of an employee.
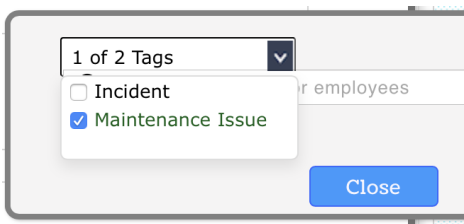
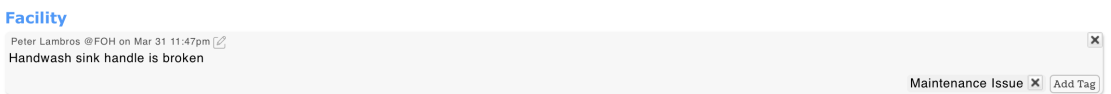Tag will appear alongside the note

GENERAL Tags (as setup in Logbook Settings, or on the fly) can be used filtering in reports

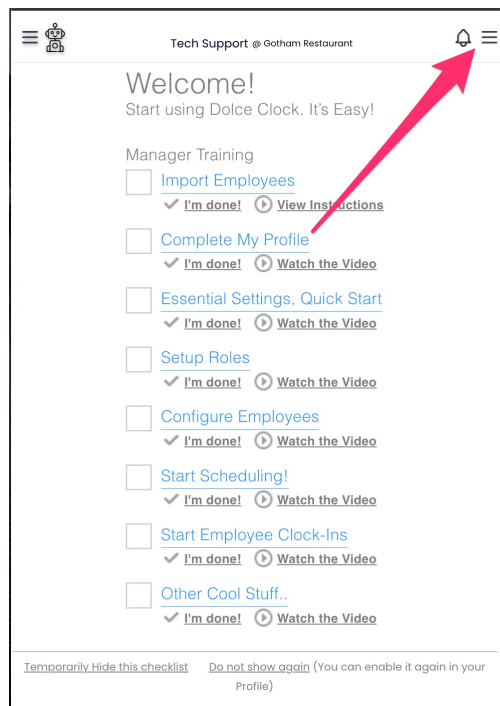Choose Tag from dropdown list in the Tags dialogue box
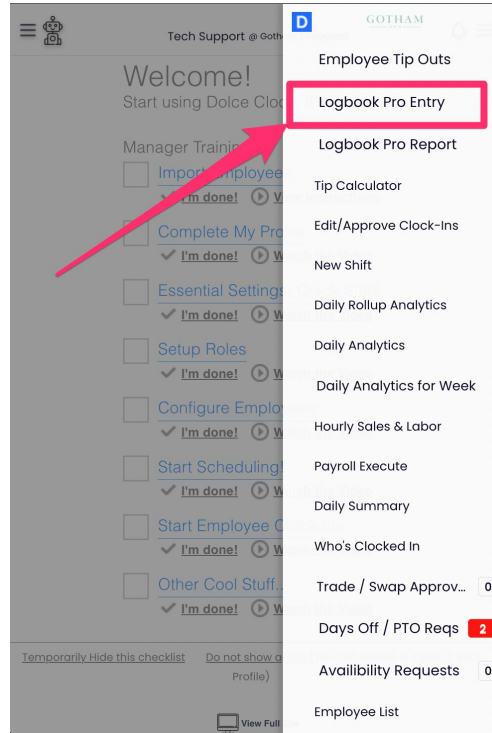

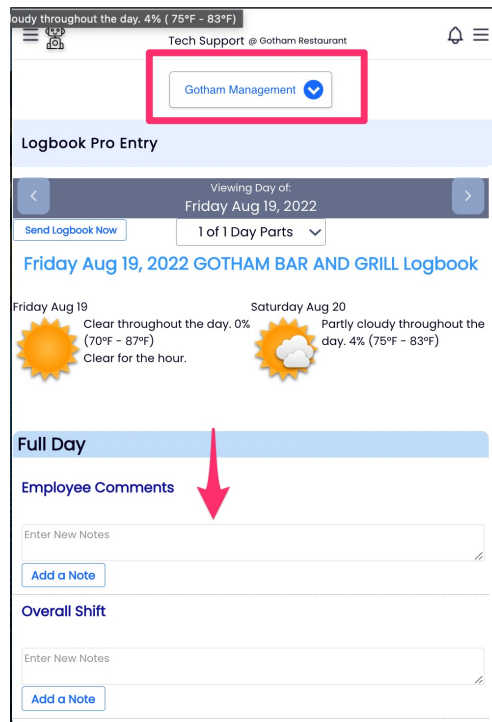Tag will appear alongside the note

Mobile

Click on the ADMIN menu in the top right corner

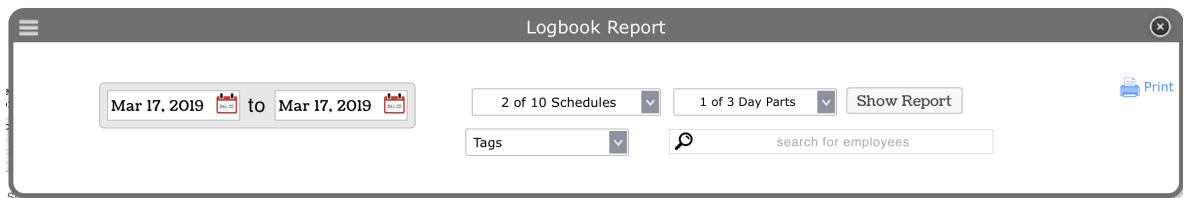Click on Logbook Pro Entry

Select the appropriate schedule, and enter notes:

Viewing Logbook Reports

From the Main Toolbar, click the Logbook Icon, set filters and **Show Report**

A Logbook Report will be Emailed daily (in keeping with Permission settings)

NOTE: Email reports can be turned OFF in an employee's Admin Alerts settings