

# Family Record, Child Tab- More, Daily Log

Last Modified on 05/23/2018 8:43 am EDT

The Daily Log section allows users to view and add notes for a specific family.

From the Child screen, select the More tab, then select Daily Log-

The screenshot displays the 'Doolittle Family' record for a child named Eliza. At the top, a summary bar shows '1 Student(s)', 'Regular Statement Type', and a '375.00 Balance Outstanding'. Below this is a navigation menu with tabs for Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, and Merge. The 'Children' tab is active, showing Eliza's profile with an 'Add Sibling' button. A secondary menu includes 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'. The 'More' dropdown menu is open, listing various options such as 'Additional Information', 'Health', 'Incidents', 'Contacts', 'Sponsors', 'Information Record - PDF', 'Daily Sheets', 'Daily Log', 'Attendance', 'Manage Program Templates', 'Documents', 'CACFP', 'Registration - Excel', 'Camps', 'Parent Managed Calendar', 'Reservation Weeks', and 'Download Transportation Profile'. The 'Daily Log' option is highlighted, and a tooltip 'View Daily Journal' is visible. The background shows the 'Incident Report' and 'General Incident Information' sections with various input fields.

To add a new entry, select the Add New Entry button.

	<b>Baggins Family</b> Family ID 323500 Internal Note:	2 Student(s)	Regular Statement Type	445.00 Balance Outstanding <a href="#">Add/View Journal Notes</a>	
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- Summary
- Family
- Children
- Parents
- Third Party
- Volunteers
- Communication
- Auto-Pay
- Vacation
- Financials
- Receipts
- Merge



**Frodo**  
Baggins  
Age 6 🎂



**Bilbo**  
Baggins  
Age 4 🎂

Add Sibling

- Admission/Personal
- Doctor/Health
- Program/Room Assignment
- Calendar View
- More ▾

Journal for Frodo Baggins

+ Add New Entry

From Date

 05/01/2018

To Date

 05/31/2018

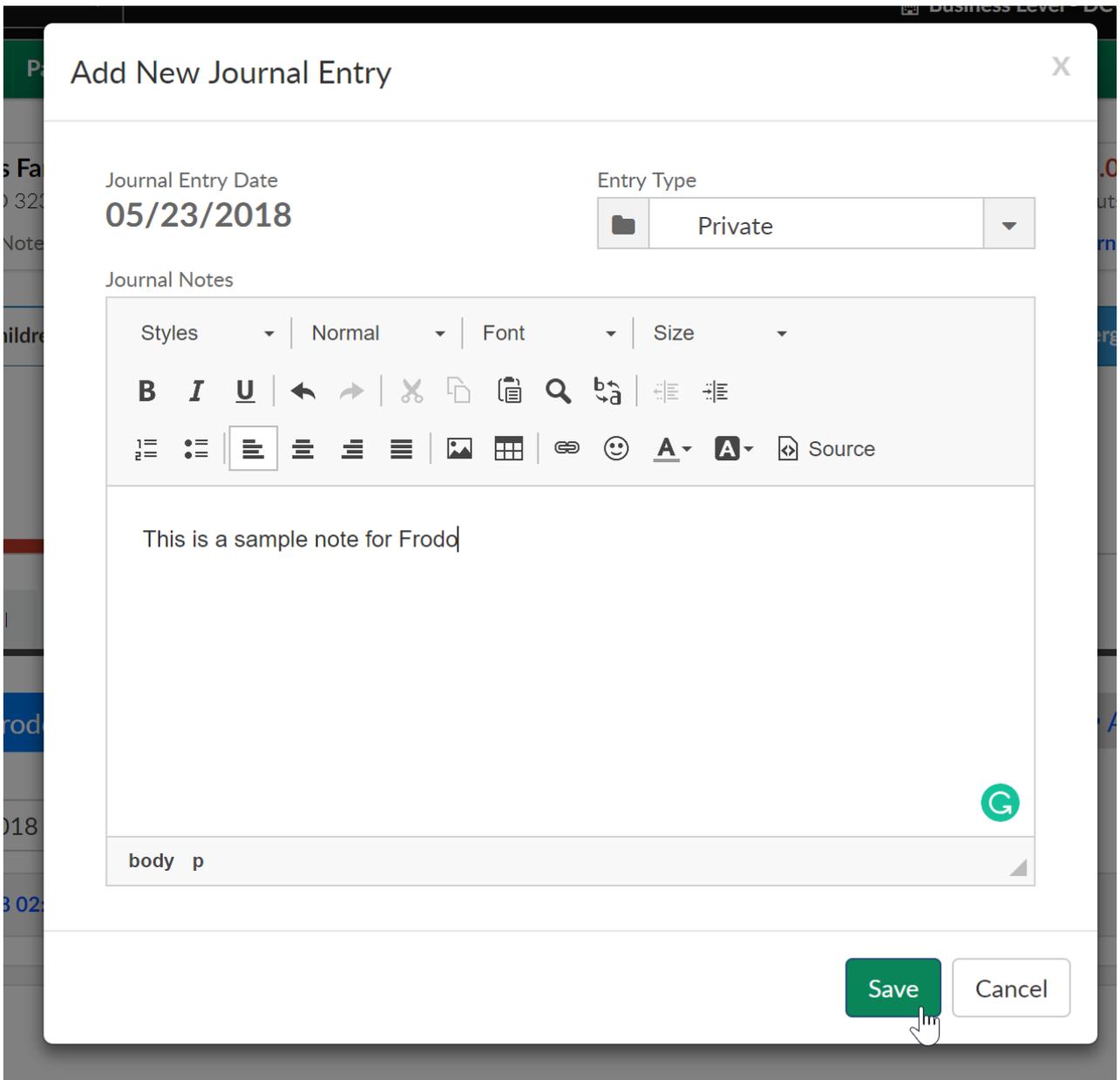
 View Entries

Export ▾

Posted: 05/10/2018 02:10:55 PM (Private) 



Select the Entry type, then type the note into the Journal Notes section.  
Press Save when complete.



Use the From and To Date fields to change the time period notes are viewable.

To export notes go to the actions button and select Export Notes- Excel or Export Notes- PDF.



