## 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-

| <        | Doolittle Family<br>Family ID 320241<br>Internal Note: |                        | <b>1</b><br>Stude | ent(s)      | Regul<br>Statemen | <b>ar</b><br>Type    | 375.00<br>Balance Outstanding<br>Add/View Journal Notes | >       |
|----------|--|------------------------|-------------------|-------------|-------------------|----------------------|---|---------|
| nary I   | Family Children Parents                                | Third Party Volunteers | Communication     | Auto-Pay    | Vacation Financi  | als Receipts Merge   | 2   |         |
|          | Eliza<br>Doolittle<br>Age 7 #                          |                        |                   |             |                   |                      | Add   | Sibling |
| Admiss   | ion/Personal Doctor/He                                 | alth Program/Room A    | Assignment Ca     | lendar View | More 👻            |                      |   |         |
| Incid    | lent Report  |                        |                   |             | Additional I      | nformation           |   |         |
| Coloot   | on Incident  |                        |                   |             | Incidents         |                      |   |         |
| â        | New Incident   |                        |                   |             | Contacts          |                      |   | -       |
|          |  |                        |                   |             | Sponsors          |                      |   |         |
|          |  |                        |                   |             | Information       | Record - PDF         |   |         |
|          |  |                        |                   |             | Daily Sheet       | 5                    |   |         |
| Gen      | eral Incident Informat                                 | tion                   |                   |             | Daily Log         | ĥ                    | m   |         |
| Date     | of Incident *  | Time of Incident       | *                 | Pla         | Attendance        | 4                    |   |         |
| <b>m</b> |  | 0                      |                   | 9           | Manage Pro        | gram Templates       | view Daily Journal                                      |         |
|          |  |                        |                   |             | Documents         |                      |   |         |
| Paren    | t Name that was Notified                               |                        |                   | Par         | ent CACFP         | <b>_</b> .           |   |         |
| 8        |  |                        |                   | ٩           | Registration      | - Excel              |   |         |
|          |  |                        | <i>.</i> .        | _           | Camps             |                      |   |         |
| Date     | Parent Notified  | Time Parent Not        | hed               | Car         | Parent Man        | ageu Calendar        |   |         |
|          |  | O                      |                   | -           | Download 7        | ransportation Profil |   |         |
|          |  |                        |                   |             | Download          |                      | e   |         |

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

| Baggins Family           Family ID 323500           Internal Note:  |            |           |            |             | <b>2</b><br>Student(s) |               | <b>Regular</b><br>Statement Type |            |                                     | 445.00<br>Balance Outstanding<br>Add/View Journal Notes |       |  |   |
|---|------------|-----------|------------|-------------|------------------------|---------------|----------------------------------|------------|-------------------------------------|---|-------|--|---|
| Summary   | Family     | Children  | Parents    | Third Party | Volunteers             | Communication | Auto-Pay                         | Vacation   | Financials                          | Receipts  | Merge |  |   |
| Frodo<br>Baggins<br>Age 6 H<br>Administra (Bernard) Destar (Halth Degram Agriament Calendar View More -   |            |           |            |             |                        |               |                                  |            | Add S                               | ibling  |       |  |   |
| Journal for Frodo Baggins     +       From Date     To Date       1     05/01/2018       1     05/31/2018 |            |           |            |             |                        |               |                                  | <b>+</b> A | dd New I.<br>ک <sup>اس</sup><br>Exp | Entry   |       |  |   |
| Postec  | l: 05/10/2 | 018 02:10 | :55 PM (Pr | ivate) 🕜    |                        |               |                                  |            |                                     |   |       |  | × |

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

| Pa                       | Add New Journal Entry  | Х |
|--------------------------|--|---|
| <b>Fa</b><br>32(<br>Note | Journal Entry Date Entry Type 05/23/2018 Private   | r |
| ildre                    | Styles       -       Normal       -       Font       -       Size       -         B       I       U       -       >       Image: Constraint of the state of the stat |   |
|                          | I = E = E = I I I I I I I Source<br>This is a sample note for Frodo  |   |
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| od<br>18                 | 6  |   |
| 02:                      | body p   |   |
|                          | Cance  | I |

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.

| Summary       | Family                          | Children   | Parents    | Third Party                 | Volunteers   | Communication | Auto-Pay      | Vacation | Financials | Receipts | Merge                |              |  |
|---------------|---------------------------------|------------|------------|-----------------------------|--------------|---------------|---------------|----------|------------|----------|----------------------|--------------|--|
| F<br>Ba<br>Ag | rodo<br>aggins<br>ge 6 ₩        |            | ļ          | Bilbo<br>Baggins<br>Age 4 👑 |              |               |               |          |            |          |                      | Add Sibling  |  |
| Admis         | ssion/Pers                      | sonal      | Doctor/He  | alth Pro                    | gram/Room As | ssignment Ca  | ilendar View  | More     | •          |          |                      |              |  |
| Jou           | urnal fo                        | r Frodo I  | Baggins    |                             |              |               |               |          |            |          | <b>+</b> Ad          | dd New Entry |  |
| From Da       | o5/01                           | /2018      |            | To Date                     | 05/31/2018   | 8             | <b>Q</b> View | Entries  |            | [        | Export Notes - Excel |              |  |
| Posted        | l: 05/23/2                      | 2018 08:40 | :52 AM (Pr | ivate) 📝                    |              |               |               |          |            |          | <sup>년</sup> Export  | Notes - PDF  |  |
| This i        | This is a sample note for Frodo |            |            |                             |              |               |               |          |            |          |                      |              |  |
|               |                                 |            |            |                             |              |               |               |          |            |          |                      |              |  |
| Posted        | l: 05/10/2                      | 2018 02:10 | :55 PM (Pr | ivate) 📝                    |              |               |               |          |            |          |                      | ×            |  |
|               |                                 |            |            |                             |              |               |               |          |            |          |                      |              |  |

## Export Notes- Excel

|    | А                                 | В           | С       | D                               | Е |  |  |  |  |  |  |
|----|-----------------------------------|-------------|---------|---------------------------------|---|--|--|--|--|--|--|
|    | Child Journal Report              |             |         |                                 |   |  |  |  |  |  |  |
| (  | Center: DCW - Transactional       |             |         |                                 |   |  |  |  |  |  |  |
|    | Family: 323500 - Baggins Family   |             |         |                                 |   |  |  |  |  |  |  |
| (  | Child: 419209 - Frodo Baggins     |             |         |                                 |   |  |  |  |  |  |  |
| I  | Date Range: 05/01/2018 to 05/31/2 | 2018        |         |                                 |   |  |  |  |  |  |  |
|    |                                   |             |         |                                 |   |  |  |  |  |  |  |
| C  | Create Date                       | Create User | Туре    | Note                            |   |  |  |  |  |  |  |
| (  | 05/23/2018 08:40:52 AM            | dcw_kgass   | Private | This is a sample note for Frodo |   |  |  |  |  |  |  |
| (  | 05/10/2018 02:10:55 PM            | dcw_kgass   | Private |                                 |   |  |  |  |  |  |  |
| )  |                                   |             |         |                                 |   |  |  |  |  |  |  |
|    |                                   |             |         |                                 |   |  |  |  |  |  |  |
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| 3  |                                   |             |         |                                 |   |  |  |  |  |  |  |
| ŀ  |                                   |             |         |                                 |   |  |  |  |  |  |  |
| 5  |                                   |             |         |                                 |   |  |  |  |  |  |  |
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| 1  |                                   |             |         |                                 |   |  |  |  |  |  |  |
| ۲. |                                   |             |         |                                 |   |  |  |  |  |  |  |

## Export Notes- PDF

## Family Journal Report

 Center: DCW - Transactional

 Family: 323500 - Baggins Family

 Child: 419209 - Frodo Baggins

 Date Range: 05/01/2018 to 05/31/2018

 Create Date
 Create User

 Type
 Note

 05/23/2018 08:40:52 AM
 dew\_kgass

 05/10/2018 02:10:55 PM
 dew\_kgass

 Private
 Frivate