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# Inquiry

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***Health > Maintenance > Nurse's Daily Log > Inquiry***

This page allows you to view nurse's daily log records for a date range or student for all campuses to which you have access. From this page you can add a new record or select an existing record to edit.

## View data:

| | |
|---|---|
| **From/To Date** | The first day of the school year (**From**) and current date (**To**) are displayed by default. Type other dates as needed in the MMDDYYYY format, or click to select the dates from a calendar. |
| **Student** | Begin typing the student's last name or ID (including leading zeros). As you begin typing the name or number, a drop-down list displays students whose name or ID *begins with* the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student.<br><br>If you do not know the student ID, click to search for a student. |
| **Show all campuses** | Select to show records for all campuses to which you have access.<br>Records from campuses to which you are not logged on are displayed; however, you cannot edit or view the data on Maintenance > Nurse's Daily Log > New (Detail). You must log on to another campus. |

❑ Click **Retrieve**.

All records that match the selected criteria are displayed.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If there are multiple pages, page through the list.

❑ To edit an existing record, click the record.

The Detail page opens allowing you to edit the record.

| | |
|---|---|
| **New** | Click to add a new record. The Detail page opens. Click **Inquiry** to return to this page. If you updated the record on the Detail page, the record on the Inquiry page reflects the changes. |
| **Medical Alert** | View medical alert.<br>The Medical Alert message is displayed in the **Medical Alert** column if the student has a medical warning entered on Maintenance > Student Health > Emergency. If you click the alert message, the Detail page opens. From the Detail page, you can click the **Medical Alert** button which displays the students medical alert information. |


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