

Inquiry (Nurse's Daily Log)

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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:

Update data:

Field	Description
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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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. 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. 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 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 more records are retrieved than can be displayed on one page, you can page through the list.

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Note: The Medical Alert message is displayed in the Medical Alert column if the student has a medical warning entered on the Maintenance > Student Health > Emergency tab. Click Medical Alert to view the student's medical alert information.

5. To edit an existing record, click the record. The Detail page is displayed allowing you to edit the record.

Click Inquiry to return to the Inquiry page. If you updated the record on the Details page, the record on the Inquiry page reflects the changes.

6. To add a new record, click New. The Detail page is displayed.

Click Inquiry to return to the Inquiry page. The new record is displayed on the Inquiry page.


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