

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:

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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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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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 Details page, the record on the Inquiry page reflects the changes.

	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.


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