

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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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 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 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.

Other functions and features:

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. 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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