



## **Inquiry (Nurse's Daily Log)**



# Table of Contents

**Inquiry (Nurse's Daily Log)** ..... 1





# Inquiry (Nurse's Daily Log)

## 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:

<b>From/To Date</b>	The first day of the school year ( <b>From</b> ) and current date ( <b>To</b> ) are displayed by default. Type other dates as needed in the MMDDYYYY format, or click  to select the dates from a calendar.
<b>Student</b>	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 <i>begins with</i> 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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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 <a href="#">search for a student</a> .
<b>Show all campuses</b>	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 <a href="#">Maintenance &gt; Nurse's Daily Log &gt; New (Detail)</a> . 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.

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



## Back Cover