



Shift Logbook

11.2

February 2026

DOCUMENT ACCESS

Public

DISCLAIMER

The contents of this document are under copyright of Critical Manufacturing S.A. It is released on condition that it shall not be copied in whole, in part or otherwise reproduced (whether by photographic, or any other method) and the contents therefore shall not be divulged to any person other than that of the addressee (save to other authorized offices of his organization having need to know such contents, for the purpose for which disclosure is made) without prior written consent of submitting company.

Shift Logbook

Estimated time to read: 5 minutes

A Shift Logbook is used to convey important safety or other shift information. This type of book facilitates the organization of shifts by communicating with those who are taking over from an earlier work shift.

By reviewing Shift Logbook entries, shift personnel have access to the progression of events and are made aware of any possible need for action.

A Shift Logbook is organized by Area and, if configured for the Area, a Shift Logbook is created automatically for every Shift.

Note

A Shift Logbook consists of multiple entries and after the Shift Logbook is signed-off, it is terminated in the system.

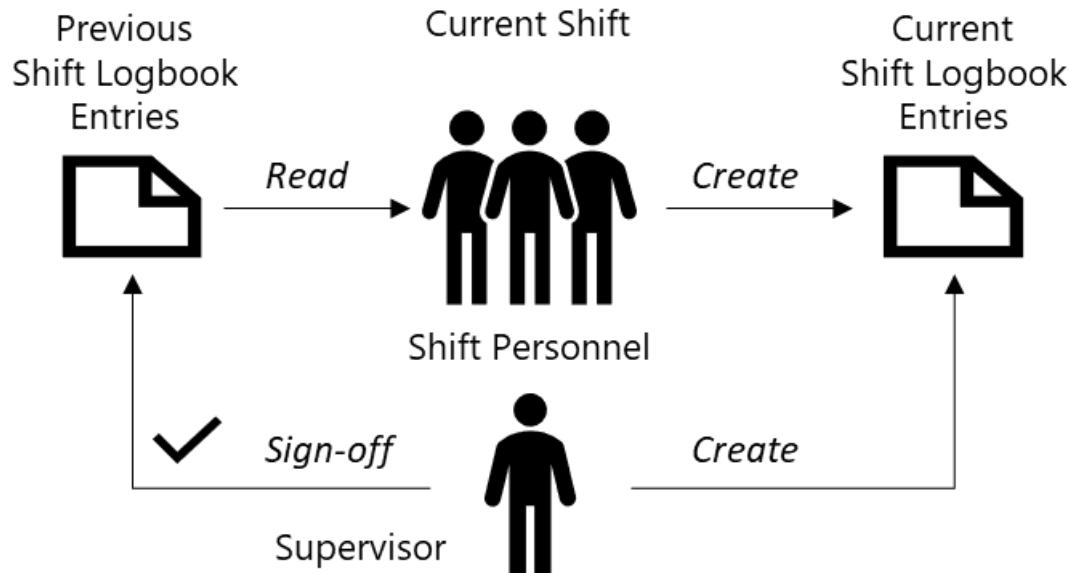
Info

Shift Logbook is part of Labor Management, a separately licensed module.

This document will guide you through the setup and usage of the Shift Logbook.

Overview

A Shift Logbook is a mechanism to capture and pass information from one shift to another, a process sometimes also referred to as Shift Pass-down. The Shift Logbook process is quite simple as illustrated in the figure below.



Essentially, a Shift Logbook is created by the system for every new shift and for every area that has the Shift Logbook enabled. Operators and supervisors can at any time create Shift Logbook entries. Only the user that has created an entry can edit the entry later on. When the next shift starts, the supervisor of the next

shift signs-off the Shift Logbook to indicate at the system that he has acknowledge the information from the previous shift and that he/she has passed down the relevant information to his team.

Setting Up Shift Logbook

In order to be able to use the Shift Logbook feature it's necessary to follow the steps as described in the table below:

Step	Title	Description
1	Create the Necessary Master Data	Create the necessary Generic Table and Lookup Table entries as well as Calendar Day information.
2	Enable Shift Logbook	Enable the Shift Logbook at the applicable areas.

Table: Shift Logbook Setup steps

The individual steps are explained in more detail in the sub-sections below.

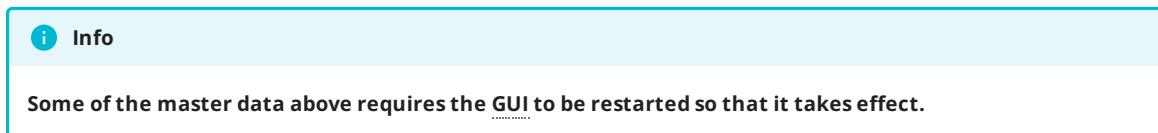
Create the Necessary Master Data

The necessary master data for setting up the Shift Logbook is described in the table below.

Master Data Item	Item Type	Description
ShiftLogbookEntryCategory	Lookup Table	This lookup table contains the different possible category values for the Shift Logbook entries. Some examples of possible categories are: Facilities, Equipment, Material, Procedure.
ShiftLogbookEntrySeverity	Lookup Table	This lookup table contains the different possible severity values for the Shift Logbook entries. Some examples of possible severities are: Information, Warning and Critical.
ShiftLogbookEntrySeverity	Generic Table	This generic table requires that the ShiftLogbookEntrySeverity lookup table entries are created upfront. Essentially, this table provides a way to manage the following additional properties for the different possible severities: <ul style="list-style-type: none"> - Icon - a url to an image to be displayed for the given severity. - Rank - a value to sort the severities, where a higher value means a more critical entry. The value must be greater than zero.

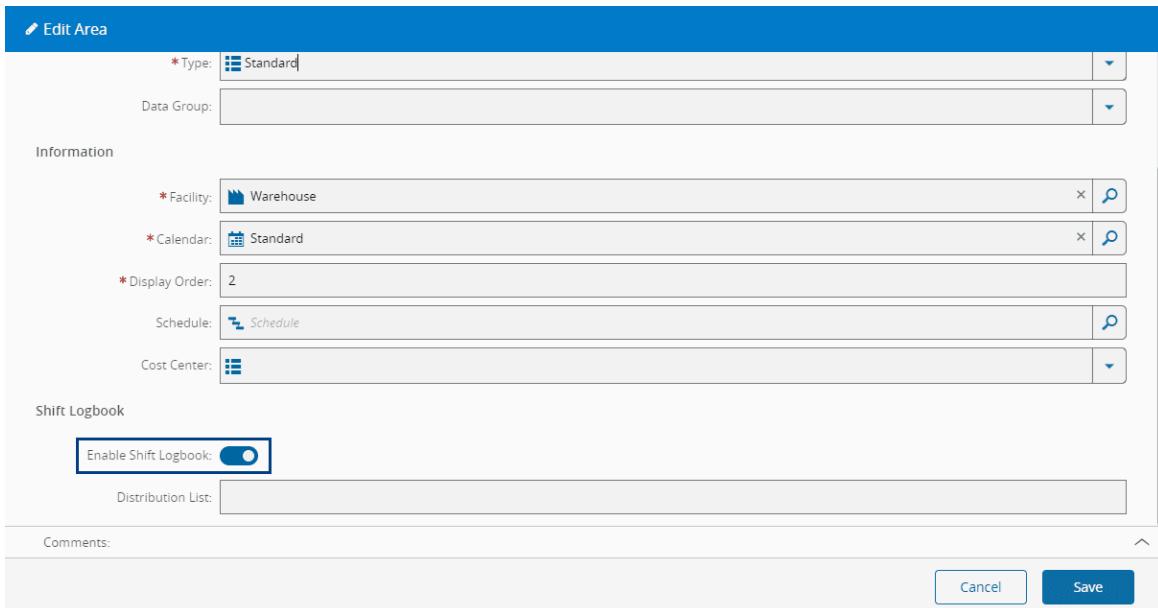
Master Data Item	Item Type	Description
Miscellaneous Configuration	Configuration Entries	<p>The following configuration items, located under the <code>/Cmf/System/Configuration/ShiftLogbook</code> branch, have an effect on the display of Shift Logbooks:</p> <ul style="list-style-type: none"> - <code>MaxLogbookEntrySize</code> - specifies the maximum Shift Logbook entry size in megabytes - <code>NumberOfShiftLogbooksToDisplay</code> - specifies the number of Shift Logbooks to display in the GUI
Calendar Days	Object	<p>In order to be possible to add a Shift Logbook for a given time, it's necessary that for the current time, for the Shift Logbook Area Calendar, there is Calendar Day generated and that for that particular Calendar Day, there is a Shift Definition Shift associated, to indicate that the current Day is a working Day.</p>

Table: Shift Logbook Master Data preparation



Enable Shift Logbook

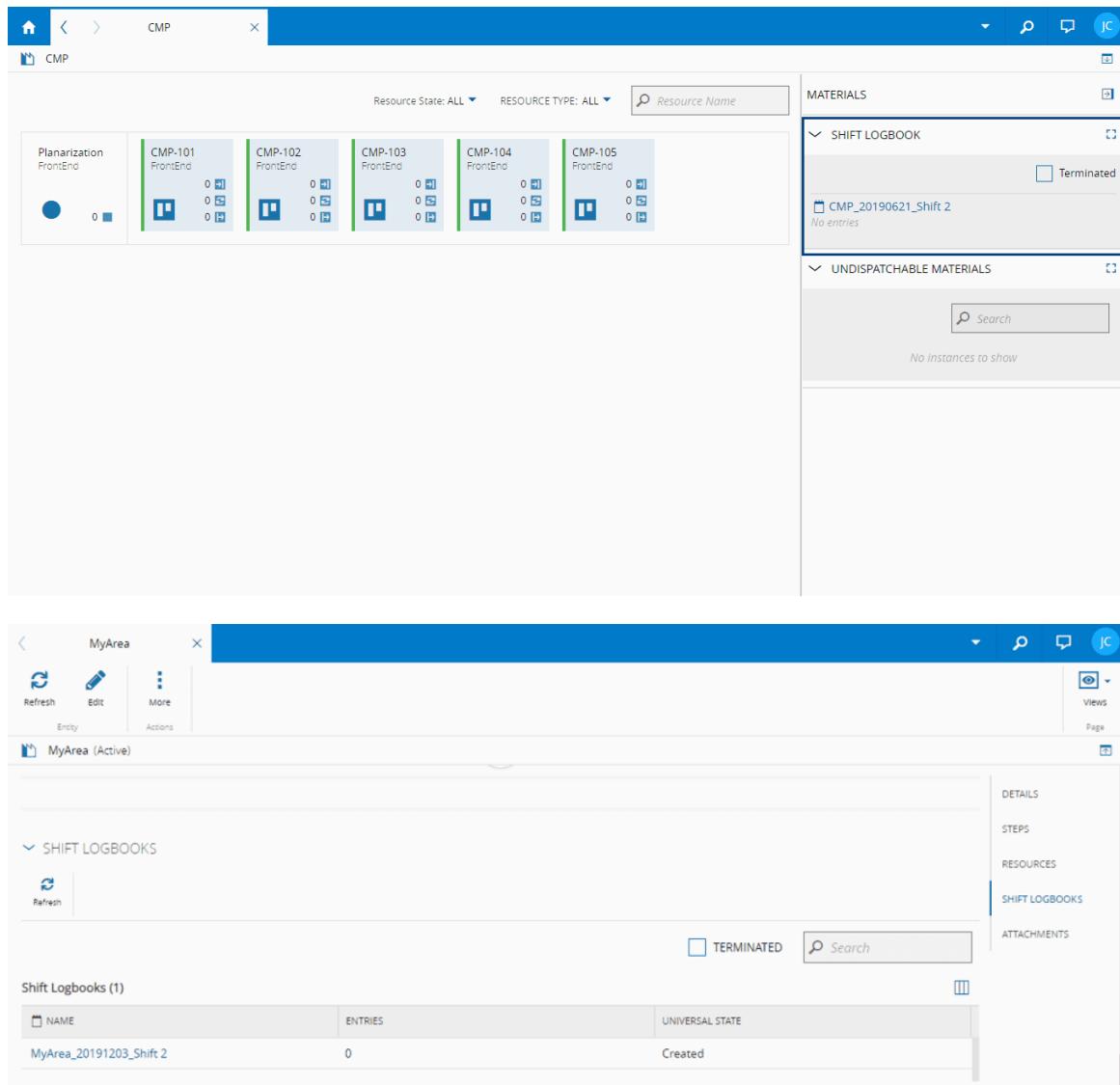
Shift Logbooks are enabled at the Area level by setting the Enable Shift Logbook property to true, as shown in the figure below. It's also possible to define a distribution list in the Area to receive an electronic version of the Shift Logbook by mail once the Shift Logbook is signed-off.



Using Shift Logbook

Shift Logbooks for an Area can be accessed by the Area View in fabExplorer as shown in the figure below and can be found in an entry called Shift Logbooks (after Resources and Steps). Shift Logbooks can also be

assessed from the Area details Shift Logbooks section as shown in the figure below.



The screenshot displays two windows of the Critical Manufacturing 11.2 software. The top window, titled 'CMP', shows a grid of resources: 'Planarization FrontEnd' (status: 0/0), 'CMP-101 FrontEnd' (status: 0/0), 'CMP-102 FrontEnd' (status: 0/0), 'CMP-103 FrontEnd' (status: 0/0), 'CMP-104 FrontEnd' (status: 0/0), and 'CMP-105 FrontEnd' (status: 0/0). The bottom window, titled 'MyArea', shows the 'Shift Logbooks' section. It includes a 'Refresh' button, a search bar, and a table titled 'Shift Logbooks (1)'. The table has columns: NAME, ENTRIES, and UNIVERSAL STATE. One entry is listed: 'MyArea_20191203_Shift 2' with 0 entries and a 'Created' state. A filter for 'TERMINATED' is shown as an unchecked checkbox. The right side of the 'MyArea' window has a sidebar with tabs: DETAILS, STEPS, RESOURCES, SHIFT LOGBOOKS (which is selected), and ATTACHMENTS.

Once the Shift Logbook is accessed the operations as listed in the following table become available:

Operation	Description

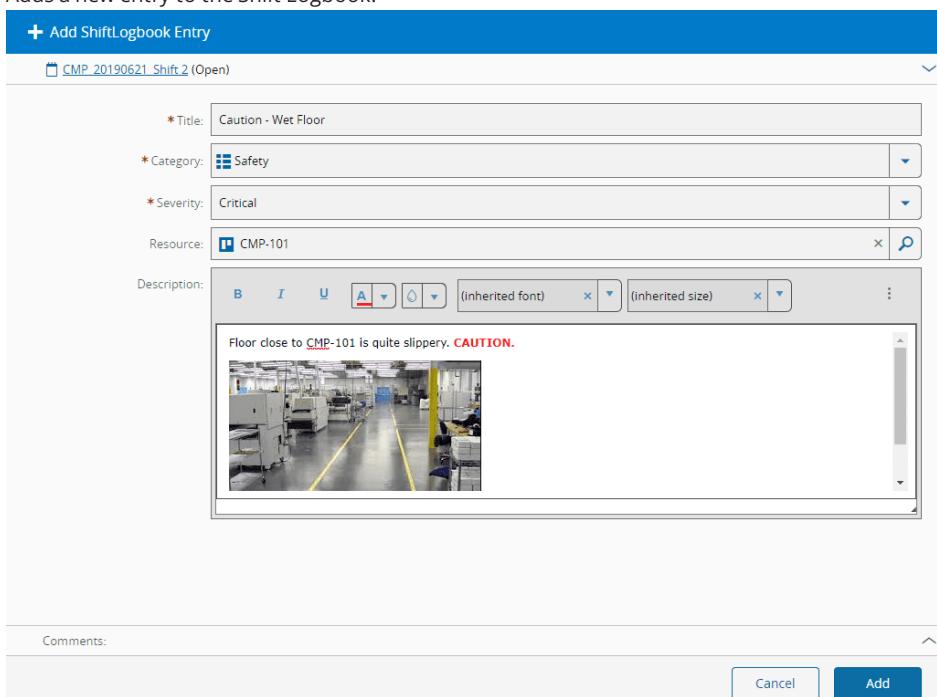
Operation	Description
Add Entry	Adds a new entry to the Shift Logbook. 
Edit Entry	This operation is used to edit a previously created entry. <p>i Only the user that has created a certain entry is able to edit it.</p>
Sign-Off	This operation is used to sign-off a Shift Logbook, typically by a user who has more elevated permissions. Once the Shift Logbook is signed-off it becomes closed and no new entries can be added. <p>i A signed-off Shift Logbook cannot be re-opened. i If a distribution list is defined for the Area Shift Logbook, an electronic version of the Shift Logbook will be sent via email to that distribution list.</p>

Table: Shift Logbook operations



Legal Information

Disclaimer

The information contained in this document represents the current view of Critical Manufacturing on the issues discussed as of the date of publication. Because Critical Manufacturing must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Critical Manufacturing, and Critical Manufacturing cannot guarantee the accuracy of any information presented after the date of publication. This document is for informational purposes only.

Critical Manufacturing makes no warranties, express, implied or statutory, as to the information herein contained.

Confidentiality Notice

All materials and information included herein are being provided by Critical Manufacturing to its Customer solely for Customer internal use for its business purposes. Critical Manufacturing retains all rights, titles, interests in and copyrights to the materials and information herein. The materials and information contained herein constitute confidential information of Critical Manufacturing and the Customer must not disclose or transfer by any means any of these materials or information, whether total or partial, to any third party without the prior explicit consent by Critical Manufacturing.

Copyright Information

All title and copyrights in and to the Software (including but not limited to any source code, binaries, designs, specifications, models, documents, layouts, images, photographs, animations, video, audio, music, text incorporated into the Software), the accompanying printed materials, and any copies of the Software, and any trademarks or service marks of Critical Manufacturing are owned by Critical Manufacturing unless explicitly stated otherwise. All title and intellectual property rights in and to the content that may be accessed through use of the Software is the property of the respective content owner and is protected by applicable copyright or other intellectual property laws and treaties.

Trademark Information

Critical Manufacturing is a registered trademark of Critical Manufacturing.

All other trademarks are property of their respective owners.