

# Shift Logbook

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## DOCUMENT ACCESS

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# 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.

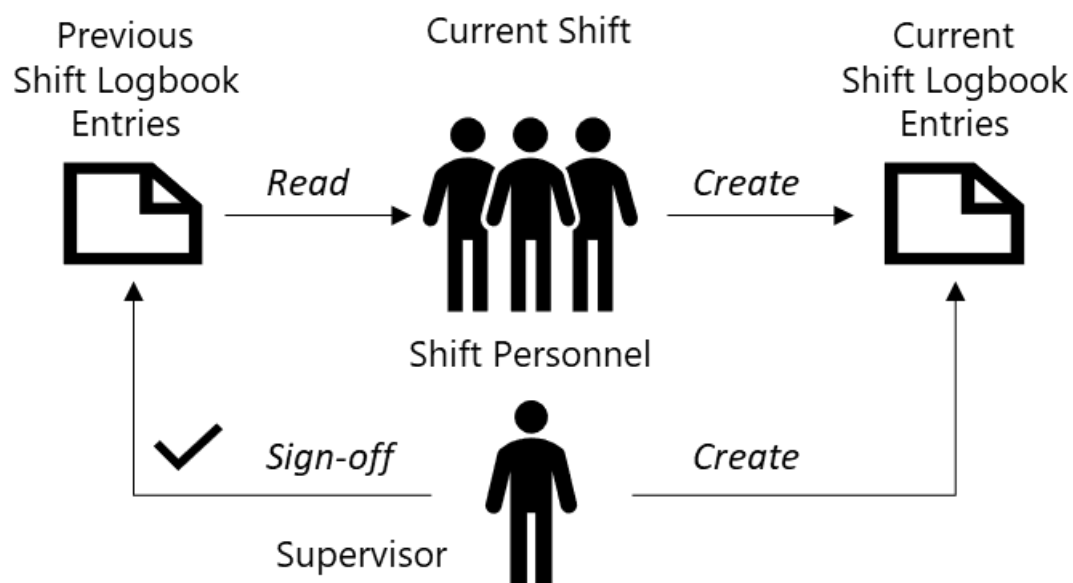
## Info

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

This document will guide your 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 acknowledged 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	<b>Create the Necessary Master Data</b>	Create the necessary Generic Table and Lookup Table entries as well as Calendar Day information.
2	<b>Enable Shift Logbook</b>	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
<b>ShiftLogbookEntryCategory</b>	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.
<b>ShiftLogbookEntrySeverity</b>	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.
<b>ShiftLogbookEntrySeverity</b>	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: - 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
<b>Miscellaneous Configuration</b>	Configuration Entries	The following configuration items, located under the <code>/Cmf/System/Configuration/ShiftLogbook</code> branch, have an effect on the display of Shift Logbooks: <ul style="list-style-type: none"> <li>- <code>MaxLogbookEntrySize</code> - specifies the maximum Shift Logbook entry size in megabytes</li> <li>- <code>NumberOfShiftLogbooksToDisplay</code> - specifies the number of Shift Logbooks to display in the GUI</li> </ul>
<b>Calendar Days</b>	Object	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.

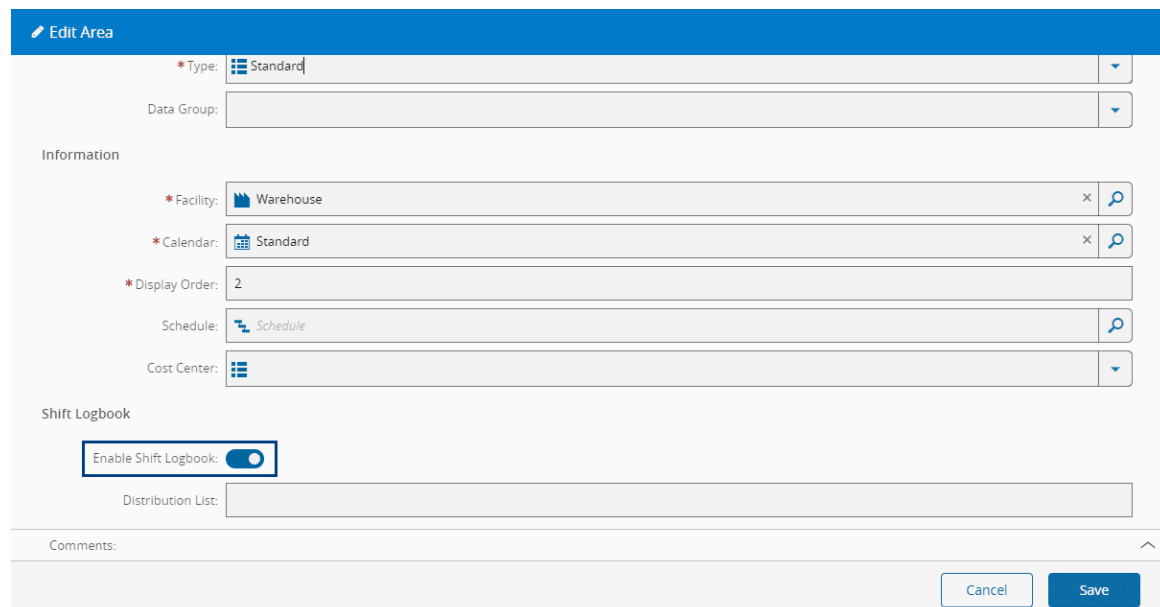
Table: Shift Logbook Master Data preparation

#### Info

Some of the master data above requires the GUI to be restarted so that it takes effect.

## 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.



The screenshot shows the 'Edit Area' form with the following fields and values:

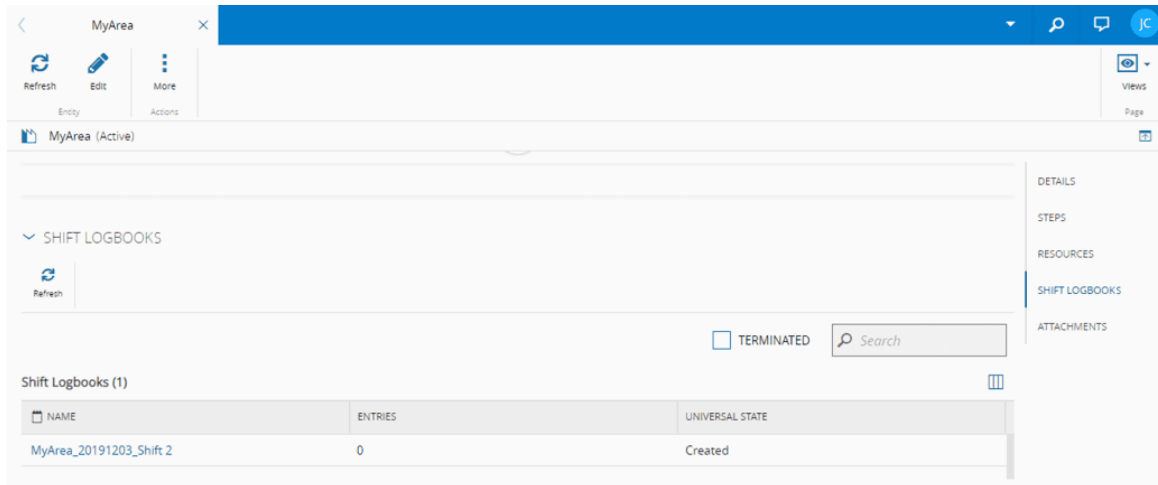
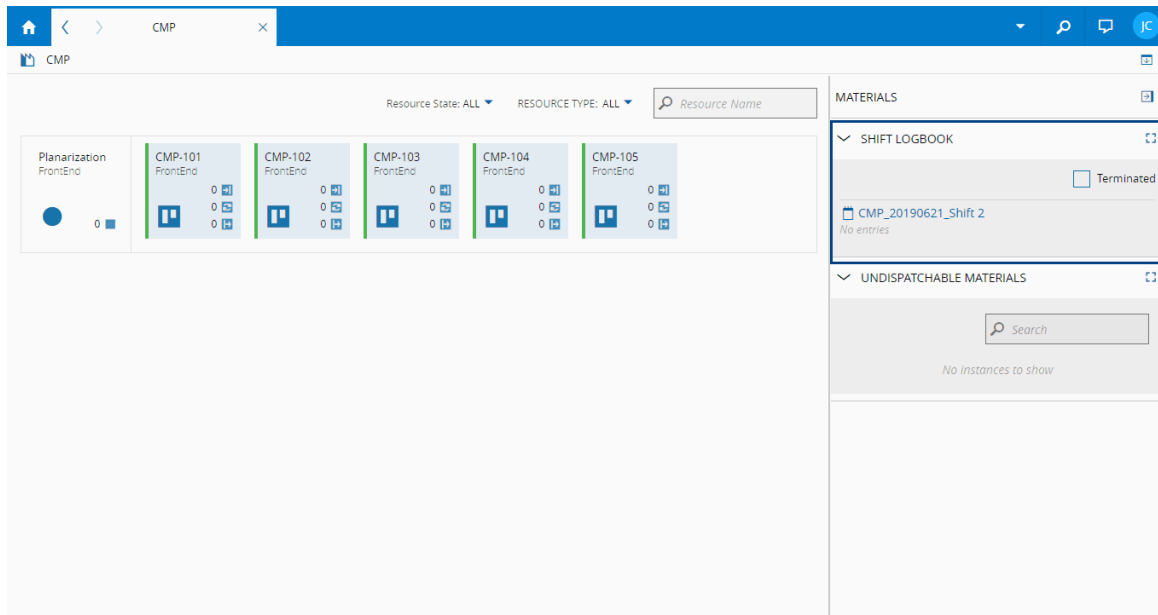
- \*Type: Standard
- Data Group: (empty)
- Information section:
  - \*Facility: Warehouse
  - \*Calendar: Standard
  - \*Display Order: 2
  - Schedule: Schedule
  - Cost Center: (empty)
- Shift Logbook section:
  - Enable Shift Logbook: ☒
  - Distribution List: (empty)
- Comments: (empty)

Buttons: Cancel, Save

## 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.



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


Operation	Description
<b>Add Entry</b>	<p>Adds a new entry to the Shift Logbook.</p> <div><div>+ Add ShiftLogbook Entry</div><div><div>CMP-20190621 - Shift 2 (Open)</div><div><div>* Title: Caution - Wet Floor</div><div>* Category: Safety</div><div>* Severity: Critical</div><div>Resource: CMP-101</div><div>Description:<div><div><div>B I U A (inherited font) (inherited size)</div><div>Floor close to CMP-101 is quite slippery. <b>CAUTION.</b></div><div></div></div></div><div>Comments:</div><div><div>Cancel</div><div>Add</div></div></div></div></div></div>
<b>Edit Entry</b>	<p>This operation is used to edit a previously created entry.</p> <p><b>i</b> Only the user that has created a certain entry is able to edit it.</p>
<b>Sign-Off</b>	<p>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> <p><b>i</b> A signed-off Shift Logbook cannot be re-opened.</p> <p><b>i</b> 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



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