



eLog



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Chapter 1

Overview

Topics:

- [Overview of the eLog Module](#)
- [Access the eLog Overview Page](#)
- [eLog Workflow](#)

Overview of the eLog Module

Most manufacturing organizations use the concept of a shift to define the work routine for personnel who work directly on the processes of their business. In such organizations, the personnel sign in to their shifts when they enter their workplaces, and they sign out of their shifts when they leave their workplaces.

The eLog module can be used by personnel (that is, Team Members) working shifts to communicate and document their work. It provides an interactive and auditable electronic logbook for use by the personnel who work in a pre-defined schedule. Using eLog, you can create a log entry of reports related to your shift. The log entry covers aspects such as the shift transition, safety issues, and occurrences pertaining to the operation of assets.


The log entry from each shift can determine the subsequent activities, as needed. This log entry, when published, forms an auditable record of work.

Access the eLog Overview Page

Procedure

In the **Applications** menu, navigate to the **HEALTH** section, and then select **eLog**.

Tip: You can also access the eLog information for a specific asset hierarchy level (that is, an Equipment or a Functional Location). To do so:

- a. In the main navigation bar, select .
The Asset Hierarchy appears.
- b. Select the asset for which you want to access the **eLog Overview** page.
The workspace for the selected asset appears. In the **Health** section, in the **eLog** row, the count of all log entries and the count of sign-in and sign-out logs appear as a link. These log entries and sign-in and sign-out logs are associated with the selected asset hierarchy level for the last 30 days.
- c. Select the link.

The **eLog Overview** page appears, displaying the following sections:

- **All Log Entries:** Contains a table of all log entries. The table contains the following columns:
 - **HEADLINE:** Contains the headline of the log entry.
 - **LOG ENTRY TYPE:** Contains the type of the log entry.
 - **PRIORITY:** Contains the priority of the log entry.
 - **STATUS:** Contains the status of the log entry.
 - **FUNCTIONAL LOCATION:** Contains the Functional Location associated with the log entry.
 - **SHIFT:** Contains the Shift associated with the log entry.
 - **CREATED BY:** Contains the name of the Team Member who created the log entry.
 - **CREATION TIMESTAMP:** Contains the date and time when the log entry was created.
- **Sign-in/Sign-out Logs:** Contains a table of sign-in and sign-out logs of all Team Members. The table contains the following columns:
 - **EMPLOYEE:** Contains the name of the Team Member who signed in to the Shift associated with the log.
 - **ROLE:** Contains the Role that the employee used when signing in to the Shift (that is, the value that the employee selected in the **Role** box in the **Sign In** window).

- **TAKING OVER FROM:** Contains, if applicable, the name of the Team Member from whom the employee took over the Shift (that is, the value that the employee selected in the **Taking Over From** box in the **Sign In** window).
- **SIGN IN TIME:** Contains the date and time when the employee signed in to the Shift.
- **SIGN OUT TIME:** Contains the date and time when the employee signed out of the Shift.

Note: If the employee is still signed in to the Shift, this column will be blank.
- **FUNCTIONAL LOCATION ID:** Contains the Functional Location associated with the log.
- **SHIFT ID:** Contains the Shift associated with the log.
- **Shift Reports:** Contains a table of reports configured for Shifts. The table contains the following columns:
 - **REPORT NAME:** Contains the name of the report.
 - **REPORT PATH:** Contains the path of the report.

Note: By default, only the Shift Log Entry Report appears in the **Shift Reports** section. You can, however, create alternative templates for the Shift report in the following location: `Public\Meridium\Modules\eLog\SSRS`. The alternative Shift reports will then appear in the **Shift Reports** section.
- **Recommendation:** Contains a table of recommendations associated with the Shifts. The table contains the following columns:
 - **RECOMMENDATION ID:** Contains the unique ID of the Recommendation.
 - **TYPE:** Contains the type of the Recommendation.
 - **STATE:** Contains the current state of the Recommendation.
 - **HEADLINE:** Contains a short description of the Recommendation.
 - **FUNCTIONAL LOCATION ID:** The Record ID of the Functional Location record linked to the Shift record with which the Recommendation is associated.
 - **ASSET ID:** Contains the unique ID of the Asset record with which the Recommendation is associated.
 - **CREATED ON:** Contains the date on which the Recommendation was created.
 - **CREATED BY:** Contains the name of the Security User who created the Recommendation.
 - **ASSIGNED TO:** Contains the first and last name of the person to whom the recommendation is assigned.
 - **PRIORITY:** Contains the priority value used to rank the importance of the Recommendation.
 - **TARGET COMPLETION DATE:** Contains the date by which the Recommendation is intended to be implemented
- **ASSIGNMENTS BY PRIORITY:** Contains a bar chart that represents the count of assignments by priority in each shift.
 - **High:** Represents the count of assignments that have a high priority.
 - **Medium:** Represents the count of assignments that have a medium priority.
 - **Low:** Represents the count of assignments that have a low priority.

Note: Shifts that do not contain an assignment are not represented in the bar chart.


The category (x) axis represents Shifts that contain assignments; these assignments are categorized based on their priorities (that is, High, Medium, and Low). The value (y) axis represents the count of the assignments.

Note: You can select any chart column to view the assignments within the shift. In **My Assignments** page, adjust the date filter to view all the assignments for that desired period.
- **LOG ENTRIES BY TYPE:** Contains a doughnut chart that represents the distribution of the log entries in the Shifts based on the log entry types.

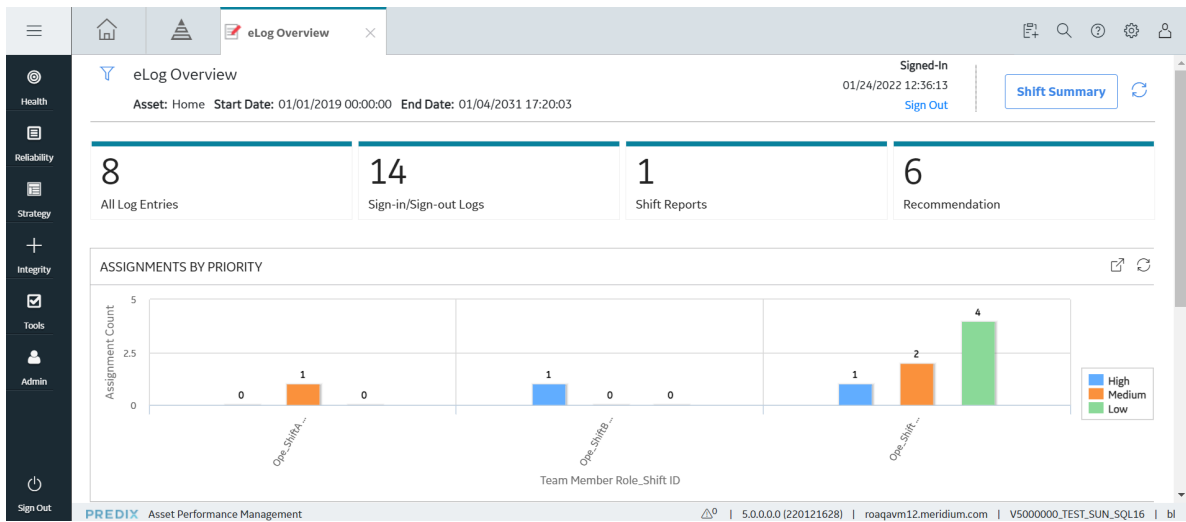
- **TOP 5 SHIFTS WITH HIGHEST NUMBER OF LOG ENTRIES:** Contains a bar chart that represents the top five Shifts with the highest number of log entries in descending order. The x-axis represents the Shifts that contain log entries; the y-axis represents the count of the log entries.


Note:

- If two of the six Shifts that qualify to be represented in the bar chart have the same number of log entries, only the oldest of the two Shifts is represented in the chart along with the remaining four Shifts.
- If two of the five Shifts that qualify to be represented in the bar chart have the same number of log entries, between these two Shifts, the oldest of the two appears first in the chart.

Note: The Shifts associated with the contents in each section are based on the asset filter (that is, Asset, Start Date, and End Date). Using , you can filter the contents based on the following information:

- Asset: Indicates the asset hierarchy level for the Shift.
- Start Date: Indicates the start date and time of the period.
- End Date: Indicates the end date and time of the period.



Note: To access the detailed chart, select .

eLog Workflow

About This Task

This workflow provides the basic, high-level steps for using eLog. The steps and links provided in the workflow do not necessarily reference every possible procedure.

Procedure

1. [Sign in to a Shift.](#)
2. [Complete the assignment](#) for the Shift, and then [submit it for review.](#)
3. [Approve or reject the assignment.](#)
4. Modify the rejected assignment, and then [resubmit it for review.](#)
5. [Create a log entry](#) for the Shift.
6. [Sign out of the Shift.](#)

Chapter 2

Workflow

Topics:

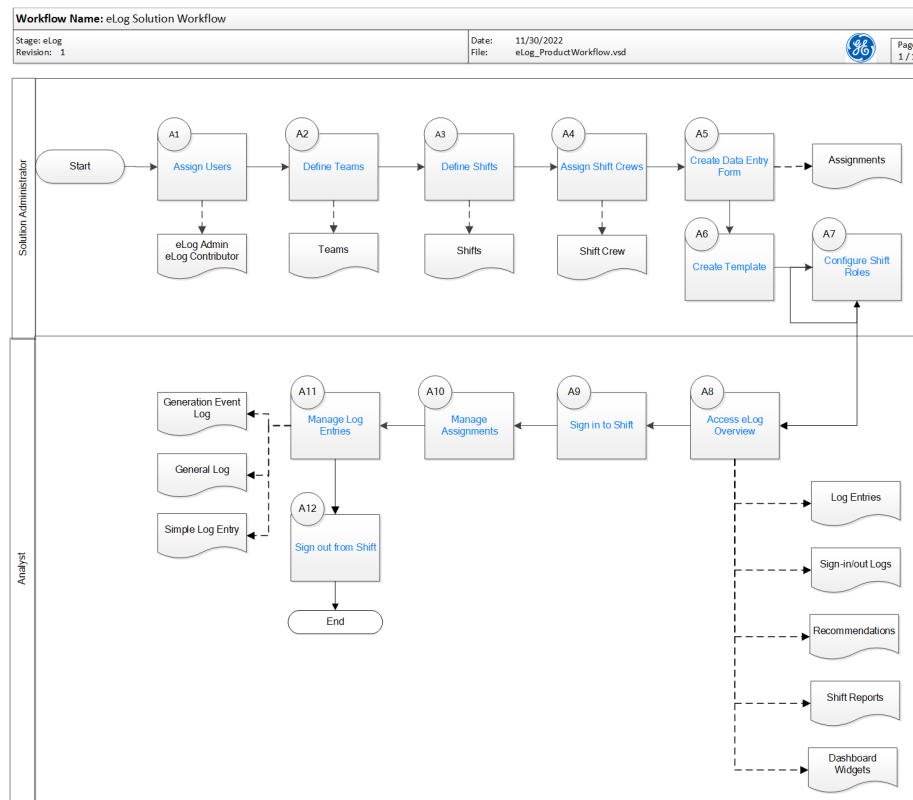
- [eLog Workflow](#)
- [Define Team](#)
- [Define Shift](#)
- [Assign Team](#)
- [Define Data Entry Form](#)
- [Define Template](#)
- [Apply Template to Shift](#)
- [Define Log Entry Type](#)
- [Define Role Configuration](#)
- [Sign in to Shift](#)
- [Manage Assignment](#)
- [Create Log Entry](#)
- [Sign Out of Shift](#)
- [Generate Shift Report](#)

eLog Workflow

This workflow describes how the eLog Administrator defines shifts, data entry forms, and templates for an eLog Analyst to manage shifts and generate shift reports. To ensure consistency in how shifts are managed, shifts should be based on templates whenever possible.

In the following workflow diagram, the blue text in a shape indicates that the corresponding description has been provided in the sections that follow the diagram. For more information, refer to the [Interpreting the Workflow Diagrams](#) topic in the [APM Product Workflows](#) documentation.

Note: For information on the personas associated with a APM module, refer to the [APM Product Workflows](#) documentation.



Define Team

Persona: Solution Administrator

Create a Team comprising Team Members who belong to the eLog Security Groups. Assign a Role to each of the Team Members.

Define Shift

Persona: Solution Administrator

Create a Shift for a Functional Location.

Assign Team

Persona: Solution Administrator

Assign the Team to the Shift.

Define Data Entry Form

Persona: Solution Administrator

Create a data entry form using the Data Entry Form Definition and Data Entry Form Field records.

Define Template

Persona: Solution Administrator

Create a Template for an assignment using the data entry form.

Apply Template to Shift

Persona: Solution Administrator

Apply the Template to the Shift.

Define Log Entry Type

Persona: Solution Administrator

Modify or create a log entry type record for the subfamilies of the eLog Entry family (that is, eLog General Entry and eLog Generation Event).

Define Role Configuration

Persona: Solution Administrator

Modify or create a Role Configuration record using the Team Member Role.

Sign in to Shift

Persona: Analyst

Sign in to the Shift using the Role Configuration record.

Manage Assignment

Persona: Analyst

Complete the assignment for the Shift using the Template, and then submit the assignment for review.

If you are the reviewer, review the assignment that has been submitted for review, and then approve or reject it as needed.

If the assignment has been rejected, modify it, and then resubmit it for review.

Create Log Entry

Persona: Analyst

Create a general log entry or a generation event log entry for the Shift using the log entry type record.

Sign Out of Shift

Persona: Analyst

Sign out of the Shift.

Generate Shift Report

Persona: Analyst

Generate a report for a given Shift and period.

Chapter 3

Shift Summary

Topics:

- [Overview](#)
- [Assignments](#)
- [Log Entries](#)
- [Sign-in and Sign-out Logs](#)

Overview

About Shift Summary

A Shift summary contains the following information:

- Assignments: Tasks that are automatically created for a Shift based on eLog Templates. Depending on eLog Role Configuration records, they are directed to the Team Members assigned to the Shift. This information appears in the **My Assignments** workspace in the **Shift Summary** page.
- Log entries: Auditable record of activities conducted by Team Members assigned to a Shift. This information appears in the **Shift Log** workspace in the **Shift Summary** page.
- Sign-in and sign-out logs: Records that are automatically created each time a Team Member signs in to the Shift or signs out of the Shift. The records show the time when the Team Member signed in to the Shift and signed out of the Shift. This information appears in the **Shift Sign-In/Out Log** workspace in the **Shift Summary** page.

Sign in to a Shift

About This Task

You can sign in to one or more Shifts depending on the value in the Sign in to Multiple Shifts? field in the associated Role Configuration record. This topic describes how to sign in to one or more Shifts.

Note: The earliest time that you can sign in to a Shift is two hours before the daily start time of the Shift.

Before You Begin

- Ensure that a [Role Configuration record](#) exists for your role.
- Ensure that your Team is assigned to a [Shift](#).

Important: You can sign in to a Shift only if you belong to either the MI eLog Administrator Security Group or the MI eLog Contributor Security Group.

- Ensure that you do not attempt to sign in to a Shift after the daily end time of the Shift.

Procedure

1. [Access the eLog Overview page](#).
2. Select the **Sign In** link.

The **Sign In** window appears.

Note: The date and time that appear in the **Sign In** window are based on your time zone.

3. As needed, enter values in the [available fields](#).
4. Select **Sign In**.

Results

- You are signed in to the selected Shift. The date and time when you signed in to the Shift appear in the **eLog Overview** page.
- The **Shift Summary** button is enabled.

Next Steps

- [Access the Shift Summary page](#).

Access the Shift Summary Page

Procedure

1. [Sign in to a Shift](#).
2. Select **Shift Summary**, and then select the Shift whose **Shift Summary** page you want to access.

The **Shift Summary** page for the selected Shift appears, displaying the following workspaces:

- **My Assignments:** Contains assignments for the Shift.
- **Shift Log:** Contains log entries for the Shift.
- **Shift Sign-In/Out Log:** Contains sign-in and sign-out logs for the Shift.

Sign out of a Shift from the eLog Overview Page

About This Task

This topic describes how to sign out of one or more Shifts from the **eLog Overview** page, depending on the Role Configuration record for your role.

Note: The latest time that you can sign out of a Shift is two hours after the daily end time of the Shift. If you do not sign out of a Shift, you are automatically signed out of it.

Procedure

1. [Access the eLog Overview page](#).
2. Select the **Sign Out** link.

The **Sign Out** window appears, asking you to confirm that you want to sign out of the Shift.

3. Select **Yes**.

Results

- You are signed out of the Shift.
- **Note:** If you were signed in to multiple Shifts, you are signed out of all the Shifts.
- The **Shift Summary** button is disabled.

Assignments

Access an Assignment

Before You Begin

- [Create a Template](#) for assignment (that is, the value in the Type field is Assignment).
- If you want to access your assignment, ensure that you are the assignee of the Template (that is, the value in the Assignee(s) field corresponds to your role).
- If you want to access an assignment that has been submitted for your review, ensure that you are the reviewer of the Template (that is, the value in the Reviewer(s) field corresponds to your role).
- [Apply the Template to the Shift for which you want to access an assignment](#).

Procedure

1. Access the [Shift Summary](#) page for the Shift whose assignment you want to access.

The **My Assignment(s)** workspace containing a table of assignments for the current Shift appears. The table contains the following columns:

- **Template ID:** Contains the linked assignment from the source template.
- **Priority:** Contains the priority of the assignment.
- **Type:** Indicates the template type.

A section appears below the table, where you can manage Filled Assignments.

2. In the **Template ID** column, select the link for the assignment that you want to access.

The data entry form for the assignment appears.

Note: With the exception of the assignments in the Filled Assignments section, you can modify the values in the available fields as needed, and then select **Save** to save your changes.

Complete an Assignment

Before You Begin

- [Create a Template](#) for assignment (that is, the value in the Type field is Assignment).
- Ensure that you are the assignee of the Template (that is, the value in the Assignee(s) field corresponds to your role).
- [Apply the Template to the Shift for which you want to complete an assignment.](#)

Procedure

1. Access the [Shift Summary](#) page for the Shift in which you want to complete an assignment.
2. In the **My Assignment(s)** section, in the **Template ID** column, select the link in the row that contains the assignment that you want to complete.

The data entry form for the assignment appears.

3. As needed, enter values in the available custom fields.

The drop-down picklist list created for the custom form is now available for selection in your custom fields.

Note: The **Headline** field is a required field. This field is pre-populated with the value in the Assignment-ddmmyyyyhhmmss format, but you can modify the field to enter a custom name.

You can modify this field only if it is added in the datasheet.

4. Select **Save**.

The assignment is completed. The completed assignment appears in the **Filled Assignments** section with the value New in the **State** column.

Note: You can [modify the completed assignment](#).

Next Steps

- [Submit the assignment for review.](#)

Submit an Assignment for Review

Before You Begin

- [Complete an assignment.](#)

Procedure

1. [Access the Shift Summary page](#) for the Shift whose assignment you want to submit for review.
2. In the section that appears below the table in the **My Assignment(s)** workspace, select the row that contains the assignment that you want to submit for review.

The selected assignment is highlighted.

3. Select , and then select **Propose**, followed by **Done**.
The state of the assignment is changed to Pending Review.

Next Steps

- [Approve or reject the assignment.](#)

Approve or Reject an Assignment

Before You Begin


- Ensure that an [assignment](#) has been submitted for review.
- Ensure that you are the reviewer of the [Template](#) associated with the assignment (that is, the value in the Reviewer(s) field corresponds to your role).

Note: You can approve or reject an assignment only if you belong to the MI eLog Administrator Security Group.

Procedure

1. [Access the Shift Summary page](#) for the Shift whose assignment you want to approve or reject.
2. Select the row that contains the assignment that you want to approve or reject.

The selected assignment is highlighted.

3. Select , and then select **Approve** or **Reject**, followed by **Done**.
 - If you selected the **Approve** option, the assignment is **Approved**.
 - If you selected the **Reject** option, the state of the assignment is changed to **Modified**.

Next Steps

- [Modify the rejected assignment.](#)

Resubmit an Assignment for Review

About This Task

If your assignment has been rejected, you can modify it, and then submit it for review again. This topic describes how to resubmit an assignment.

Procedure

1. Access the [Shift Summary](#) page for the Shift whose assignment you want to resubmit for review.
2. In the section that appears below the table in the **My Assignment(s)** workspace, select the row that contains the assignment that you want to resubmit for review.

The selected assignment is highlighted.

3. Select , and then select **Resubmit**, followed by **Done**.

The assignment is resubmitted for review.

Next Steps

- [Approve or reject the assignment.](#)

Log Entries

Access a Log Entry from the eLog Overview Page

Procedure

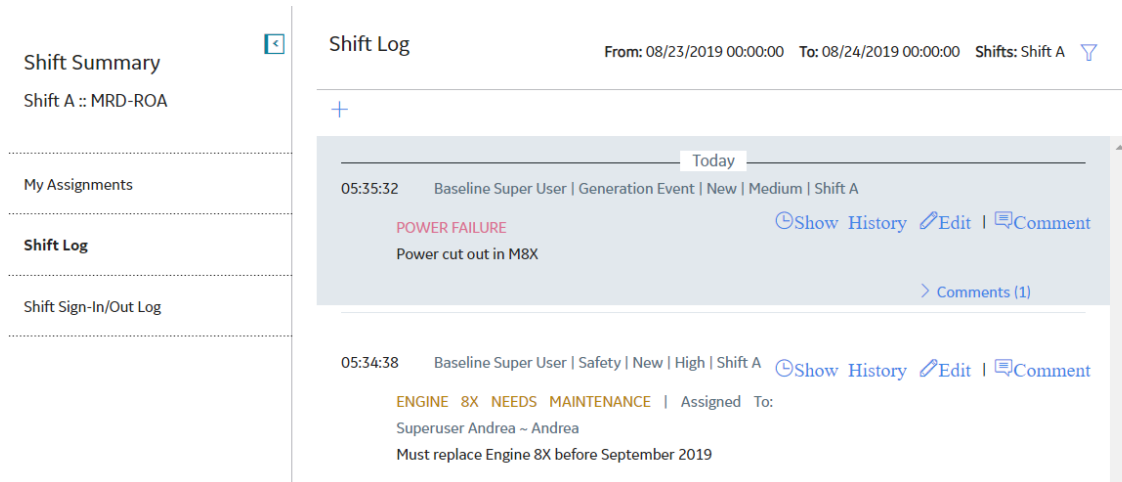
1. Access the [eLog Overview](#) page.
2. Select the **All Log Entries** tab.

A table appears with the log entries.


3. In the **Headline** column, select the link in the row that contains the log entry that you want to access.

The **Shift Log** workspace appears, displaying the log entry.

Note: The log entries that were created between the midnight of the day when the selected log entry was created and that of the next day (inclusive) also appear in the workspace.



The screenshot shows the 'Shift Log' workspace. On the left is a navigation menu with options: Shift Summary, My Assignments, Shift Log (selected), and Shift Sign-In/Out Log. The main area displays a log entry for '05:35:32' with the headline 'POWER FAILURE' and the description 'Power cut out in M8X'. The entry includes a 'Show History' link, an 'Edit' link, and a 'Comment' link. Below this entry is another log entry for '05:34:38' with the headline 'ENGINE 8X NEEDS MAINTENANCE' and the description 'Assigned To: Superuser Andrea ~ Andrea. Must replace Engine 8X before September 2019'. The workspace also shows a date range filter set to 'Today' and a filter by date range window.


Note: To access the log entries for a different period and for a different Shift of the Functional Location whose log entry you have accessed, select . In the **Filter By Date Range** window that appears, modify the values in the **From**, **To**, and **In** boxes as needed, and then select **Apply**.

Access Log Entries from the Shift Summary Page

Procedure

1. Access the [Shift Summary](#) page for the Shift whose log entries you want to access.
2. Select the **Shift Log** tab.

The log entries that were created between the midnight of the current day and that of the next day (inclusive) appear for the Shift.

Note: To access the log entries for a different period and for a different Shift of the Functional Location whose log entry you have accessed, select . In the **Filter By Date Range** window that appears, modify the values in the **From**, **To**, and **In** boxes as needed, and then select **Apply**.

Modify a Log Entry

About This Task

This topic describes how to modify a log entry, which can be a general log entry or a generation event log entry.


Before You Begin

- [Sign in to the Shift](#) that contains the log entry that you want to modify.

Important:


- You can modify a log entry only if it was created in that occurrence of the Shift to which you have signed in.
- You can modify a log entry only if you belong to either the MI eLog Administrator Security Group or the MI eLog Contributor Security Group.

Procedure

1. Access the log entry that you want to modify, from the [eLog Overview](#) page or the [Shift Summary](#) page.
2. In the **Shift Log** workspace, select  **Edit** next to the log entry that you want to modify.

Note: The **Edit** button is visible only if the administrator has enabled the edit feature in eLog Application Settings. For more information, refer to the [Configure Editing of Shift Log Entries](#) on page 28 topic.

The **Edit Log Entry** window appears.

3. As needed, modify the values in the [available fields](#), and then select .
The changes are saved.

Note: To view the history of the Log Text field, select  **Show History** next to the corresponding log entry in the **Shift Log** workspace.

Add a Comment to a Log Entry

Before You Begin

- [Sign in to the Shift](#) that contains the log entry to which you want to add a comment.


Important: You can add a comment to a log entry only if you belong to either the MI eLog Administrator Security Group or the MI eLog Contributor Security Group.

Procedure

1. Access the [Shift Summary](#) page for the Shift that contains the log entry to which you want to add a comment.

2. Select the **Shift Log** tab.

The log entries for the Shift appear.

3. Select  next to the log entry to which you want to add a comment.

The **Comment** window appears.

4. As needed, enter values in the [available fields](#).

5. Select **Add**.

The comment is added to the log entry.

Tip: You can add multiple comments to a log entry. To access all the comments for a log entry, select the **Comments** link in the log entry.

Create a Log Entry

About This Task

This topic describes how to create a log entry, which can be a general log entry or a generation event log entry.

Before You Begin

- [Sign in to the Shift](#) for which you want to create a log entry.

Important: You can create a log entry only if you belong to either the MI eLog Administrator Security Group or the MI eLog Contributor Security Group.

Procedure

1. Access the [Shift Log workspace](#) for the Shift for which you want to create a log entry.

2. Select , and then select the option **eLog General Entry** or **eLog Generation Event**, as needed.

The **New Log Entry** window appears.

Note: This window appears when you select the **eLog General Entry** option.

3. As needed, enter values in the [available fields](#).

4. Select .

The log entry is created. It appears in the **Shift Log** workspace with the following information:

- Created by
- Log Entry Type
- Status
- Priority
- Shift Name
- Headline
- Assigned to
- Log Text

Create a Simple Log Entry

About This Task


This topic describes how to create a simple log entry.

Before You Begin

- [Sign in to the Shift](#) for which you want to create a simple log entry.



Important: You can create a simple log entry only if you belong to either the MI eLog Administrator Security Group or the MI eLog Contributor Security Group.

Procedure

1. [Access the Shift Log workspace](#) for the Shift for which you want to create a simple log entry.
2. Select , and then enter the log text.
3. Select **Add**.
The simple log entry is created. It appears in the **Shift Log** workspace with the following information:

- Created by
- Log Entry Type
- Status
- Priority
- Shift Name
- Log Text

Note:

- You can modify the log text by selecting  **Edit** next to the simple log entry.
- You can add a comment by selecting  **Comment** next to the simple log entry.

Create an Event for a Log Entry

About This Task

This topic describes how to create a Primary Event for a generation event log entry.

Note: You can create only one Primary Event for a generation event log entry.

Before You Begin

- Ensure that your Generation Availability Analysis (GAA) license is active.
- Ensure that you belong to the MI GAA Administrator or MI GAA Analyst Security Group.


Note: For more information, refer to the GAA Security Groups topic in the General Reference section of the Generation Availability Analysis (GAA) documentation.


- [Create a generation event log entry](#).

Procedure

1. [Access the Shift Summary page](#) for the Shift that contains the generation event log entry for which you want to create a Primary Event.
2. Select the **Shift Log** tab.

The log entries for the Shift appear.

3. Select  next to the generation event log entry for which you want to create a Primary Event. The **Edit Log Entry** window appears.

4. Select , and then select **Create Primary Events**, followed by the **Create Event** option. The datasheet of the Primary Event appears in a new tab.

5. As needed, enter values in the available fields.

Note: For more information about the available fields, refer to the Event Records topic in the Family Field Descriptions section of the GAA documentation.

6. Select .

The Primary Event is created.

Results

The new Primary Event appears in:

- The **Associated Event Id** box in the generation event log entry, as a link.

Note: You can select the link to access the Primary Event.

- The **Events Under Review** section in the **Generation Availability Analysis** page, in the GAA module.
- The **Events** workspace in the **Unit Summary** page for the Unit associated with the Primary Event, in the GAA module.

Sign-in and Sign-out Logs

Access Sign-in and Sign-out Logs from the eLog Overview Page

Procedure

1. [Access the eLog Overview page.](#)
2. Select the **Sign-in/Sign-out Logs** tab.

A table appears with the sign-in and sign-out logs.

3. In the **Employee** column, select the link in the row that contains the sign-in and sign-out log that you want to access.

The **Shift Sign-In/Out Log** workspace appears, displaying the sign-in and sign-out log in a table that contains the following columns:


- **Employee:** Contains the name of the Team Member who signed in to the Shift.
- **Role:** Contains the Role that the employee used when signing in to the Shift (that is, the value that the employee selected in the **Role** box in the **Sign In** window).
- **Sign In Time:** Contains the date and time when the employee signed in to the Shift.
- **Sign Out Time:** Contains the date and time when the employee signed out of the Shift.

Note: If the employee is still signed in to the Shift, this column will be blank.

- **Shift Name:** Contains the name of the Shift.
- **Taking Over From:** Contains, if applicable, the name of the Team Member from whom the employee took over the Shift (that is, the value that the employee selected in the **Taking Over From** box in the **Sign In** window).

- **Emergency Sign Out performed by:** Contains, if applicable, the name of the Team Member who ended the session of the employee.

Note:

- The sign-in and sign-out logs that were created between the midnight of the day when the selected sign-in and sign-out log was created and the midnight of the next day (inclusive) also appear in the **Shift Sign-In/Out Log** workspace.
- To access the sign-in and sign-out logs for a different period and for a different Shift of the Functional Location whose sign-in and sign-out log you have accessed, use .

Access Sign-in and Sign-out Logs from the Shift Summary Page

Procedure


1. Access the **Shift Summary** page for the Shift whose sign-in and sign-out logs you want to access.
2. Select the **Shift Sign-In/Out Log** tab.

The sign-in and sign-out logs appear in a table that contains the following columns:

- **Employee:** Contains the name of the Team Member who signed in to the Shift between the midnight of the current day and that of the next day (inclusive).
- **Role:** Contains the Role that the employee used when signing in to the Shift (that is, the value that the employee selected in the **Role** box in the **Sign In** window).
- **Sign In Time:** Contains the date and time when the employee signed in to the Shift.
- **Sign Out Time:** Contains the date and time when the employee signed out of the Shift.

Note: If the employee is still signed in to the Shift, this column will be blank.

- **Shift Name:** Contains the name of the Shift.
- **Taking Over From:** Contains, if applicable, the name of the Team Member from whom the employee took over the Shift (that is, the value that the employee selected in the **Taking Over From** box in the **Sign In** window).
- **Emergency Sign Out performed by:** Contains, if applicable, the name of the Team Member who ended the session of the employee.

Note: To access the sign-in and sign-out logs for a different period and for a different Shift of the Functional Location to which you are signed in, use .

End the Session of a Team Member

About This Task

Under certain conditions, a Team Member may leave their Shift without signing out of it. To cover this contingency, the following methods are available:

- Automatic sign-out: When the latest time that a Team Member can be signed in to a Shift expires, the Team Member is automatically signed out of the Shift.
- Emergency sign-out: You can end the session of the Team Member.

This topic describes how to end the session of a Team Member.

Before You Begin

- Ensure that you have the permission to end the session of a Team Member (that is, the **Perform Emergency Sign Off?** check box in the Role Configuration record for your role has been selected).

Procedure

1. Access the **Shift Sign-In/Out Log** workspace from the **eLog Overview** page or the **Shift Summary page** for the Shift to which the Team Member whose session you want to end is signed in.
2. Select the row that contains the sign-in log of the Team Member whose session you want to end.

Tip: If the Team Member has not signed out of the Shift, the Sign Out Time column will be blank.

The **Emergency Sign Out** button is enabled.

3. Select **Emergency Sign Out**.

The **Sign Out** window appears, asking you to confirm that you want to end the session of the Team Member for the Shift.

4. Select **Yes**.

The Team Member is signed out of the Shift. For the row that contains the sign-in log of the Team Member whose session you have ended, the following columns are automatically populated:

- **Sign Out Time:** Contains the date and time when you ended the session of the Team Member.
- **Emergency Sign Out performed by:** Contains your name.

Sign out of a Shift from the Shift Summary Page

About This Task

This topic describes how to sign out of a Shift from the **Shift Summary** page.

Note: The latest time that you can sign out of a Shift is two hours after the daily end time of the Shift. If you do not sign out of a Shift, you are automatically signed out of it.

Procedure

1. Access the **Shift Summary** page for the Shift from which you want to sign out.
2. Select the **Shift Sign-In/Out Log** tab.

A table appears with the sign-in and sign-out logs.

3. Select **Shift Sign Out**.

The **Sign Out** window appears, asking you to confirm that you want to sign out of the Shift.

4. Select **Yes**.

You are signed out of the Shift.

Chapter 4

Shift Report

Topics:

- [Generate the Shift Report](#)

Generate the Shift Report

You can generate a report for one or more Shifts for a given period. The generated report contains records of log entries, assignments, and sign-in and sign-out logs pertaining to the Shifts for the defined period.

Before You Begin

- Ensure that the SQL Server Report Server (SSRS) has been configured.

Procedure

1. Access the [eLog Overview](#) page.
2. Select the **Shift Reports** tab.
A table containing reports configured for Shifts appears.
3. In the **REPORT NAME** column, select the link for the Shift report that you want to generate.
The report page appears, displaying the **Enter Parameter Values** window.
4. In the window, select values as described in the following table.

Box	Description
Shift Name(s)	Select the Shifts for which you want to generate a report.
Start Date	Select the start date for the report.
End Date	Select the end date for the report.

5. Select **Done**.

Note: Report generation may take some time.

The Shift report is generated, and it appears in the report page.

Note: You can download the report using .

Chapter 5

Recommendations

Topics:

- [About eLog Recommendations](#)
- [Access Recommendations in eLog](#)
- [Create a Recommendation](#)

About eLog Recommendations


As a Team Member, you can create a Recommendation to specify the corrective actions that must be performed to mitigate the risks associated with the workplace and its assets. In the Recommendation, you can specify the actions that must be performed as a result of:

- An activity that you conducted as part of your shift assignment.
- An event that occurred at the workplace during your shift.
- A safety issue related to the workplace or any asset located at the workplace.

When you create a Recommendation, the Recommendation is linked to your shift. However, you can additionally link the Recommendation to a log entry or asset for which the recommended action is applicable.




Access Recommendations in eLog

Procedure

1. Access the **Shift Summary** page for the shift whose Recommendation records you want to access.
2. Select .
The **Recommendations** pane appears, displaying the list of Recommendation records related to the shift.
3. Select the Recommendation record whose details you want to view.
The datasheet for the Recommendation appears.

Create a Recommendation

Procedure

1. Access the **Shift Summary** page of the shift for which you want to add a Recommendation.
2. Select .
The **Recommendations** pane appears.
3. Select .
The **Recommendation** datasheet appears, displaying the **General Information** section.
4. Complete the **fields** in the **General Information** and **Alert** sections.
5. Select .
The Recommendation is created for the shift.

Chapter 6

Admin

Topics:

- [Access the eLog Administrator Page](#)
- [Administrator Workflow](#)
- [Shifts](#)
- [Data Entry Forms](#)
- [Templates](#)
- [Log Entry Type Records](#)
- [Role Configuration](#)

Access the eLog Administrator Page

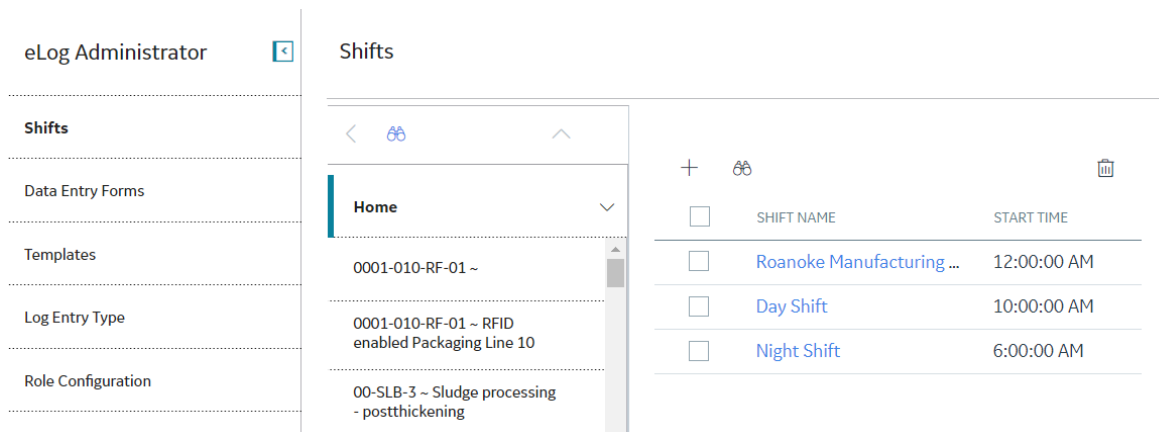
Access the eLog Administrator Page

Procedure

In the **Applications** menu, navigate to **ADMIN > Application Settings > eLog**.

The **eLog Administrator** page appears, displaying the following workspaces:

- **Shifts:** Contains a table of Shifts for all the Functional Locations.
- **Data Entry Forms:** Contains a table of data entry forms.
- **Templates:** Contains a table of Templates.
- **Log Entry Type:** Contains a table of log entry type records.
- **Role Configuration:** Contains a table of Role Configuration records.



Administrator Workflow

eLog Administrator Workflow

About This Task

This workflow provides the basic, high-level steps for using eLog. The steps and links provided in the workflow do not necessarily reference every possible procedure.

Procedure

1. [Create a Shift](#) for a Functional Location and Team.
2. [Create a data entry form](#).
3. [Create a Template](#) for the data entry form.
4. [Apply the Template to the Shift](#).
5. [Modify or create a log entry type record](#) for the subfamilies of the eLog Entry family (that is, General Entry and Generation Event).
6. [Modify or create a Role Configuration record](#) for the Team Member (that is, the Team Member Role).

Shifts

About Shifts

A Shift, which is a recurring period in which a Team Member works, is defined by a Functional Location and a period. It is used in assignments and log entries. Individuals are assigned to Shifts based on team membership. When a Team is assigned to a Shift, all members of that Team are assigned to the Shift.

Access a Shift


Procedure

1. Access the [eLog Administrator](#) page.
2. In the **Shifts** workspace, in the **Shift Name** column, select the link in the row that contains the Shift that you want to access.

Tip: You can also access a Shift for a specific Functional Location. To do so:

- a. In the pane containing the list of Functional Locations, select the Functional Location for which you want to access the Shift.
- b. In the **Shifts** section, in the **Shift Name** column, select the link in the row that contains the Shift that you want to access.

The datasheet of the Shift appears.

Note: As needed, you can modify the values in the [available fields](#), and then select  to save your changes.

Create a Shift

About This Task



A Shift is created for a Functional Location. You can create multiple Shifts for a given Functional Location.

Before You Begin

- When creating a Shift, if you want to assign a Team to the Shift, ensure that the Team exists. In addition, ensure that the Team is assigned to the Site to which the Functional Location of the Shift belongs.

Note: For more information, refer to the Teams section of the documentation.

Procedure

1. Access the [eLog Administrator](#) page.
2. In the **Shifts** section, in the pane containing the list of Functional Locations, select the Functional Location for which you want to create a Shift.
3. Select .
- The **Add New Shift** page appears.
4. As needed, enter values in the [available fields](#).
5. Select .

The Shift is created.

Delete Shifts

About This Task

This topic describes how to delete a Shift from the **eLog Administrator** page.

Important: You cannot delete a Shift if it is associated with one of the following:

- Template
- Log entry records

Procedure

1. [Access the eLog Administrator page.](#)
2. In the **Shifts** section, select the check box next to each Shift that you want to delete.

Tip: You can also delete Shifts for a specific Functional Location. To do so:

- a. In the pane containing the list of Functional Locations, select the Functional Location for which you want to delete the Shifts.
- b. In the **Shifts** section, select the check box next to each Shift that you want to delete.

3. Select .

The **Delete Shift(s)** window appears, asking you to confirm that you want to delete the Shifts.

4. Select **Yes**.

Important: If the Shift is associated with a Template or a log entry record, a warning message appears, indicating that you cannot delete the Shift.

The Shifts are deleted.

Configure Editing of Shift Log Entries

About This Task

As an administrator, you can configure if the team members can modify the shift log entries. Based on the configuration, the **Edit** button will be visible or hidden in the **Shift Log** workspace.

Note: By default, the **Edit** button is visible in the **Shift Log** workspace.

Procedure

1. [Access the eLog Administrator page.](#)
2. In any of the available sections, select **Settings**.
The **eLog Settings** window appears.
3. In the **eLog Settings** window, do one of the following:
 - If you want the **Edit** button to be hidden in the **Shift Log** workspace, select the **Hide Edit Button in Shift Log Entries** check box.
 - If you want the **Edit** button to be visible in the **Shift Log** workspace, clear the **Hide Edit Button in Shift Log Entries** check box.
4. Select **Save**.

Based on the configuration, the **Edit** button will be visible or hidden in the **Shift Log** workspace.

Data Entry Forms

About Data Entry Forms

A data entry form provides fields for the template of an assignment. You can configure it as needed.

Access a Data Entry Form

About This Task


This topic describes how to access a data entry form, which consists of a Data Entry Form Definition record.

Procedure

1. [Access the eLog Administrator page.](#)
2. Select the **Data Entry Forms**.

A table of data entry forms appears.

3. In the **Form ID** column, select the link in the row that contains the data entry form that you want to access.
The data entry form appears.

Note: As needed, you can modify the values in the [available fields](#) and then select  to save your changes.

Create a Data Entry Form

About This Task

This topic describes how to create a data entry form, which has the Data Entry Form Definition records.

Procedure

1. [Access the eLog Administrator page.](#)
2. Select the **Data Entry Forms**.

A table of data entry forms appears.

3. Select .

The new **Data Entry Form** page appears.

4. As needed, enter values in the [available fields](#).

Note: You can select a custom child family from the drop-down list available in the Assignment Family Name field.

Note: The Assignment Family Name is a required field and displays an error message if the selection is empty. You need to [create a custom child family](#) under the **eLog Assignment** family to populate the drop-down list in the Assignment Family Name field.

5. Select .

The data entry form is created.

Delete a Data Entry Form

About This Task


This topic describes how to delete a Data Entry Form, which consists of a Data Entry Form Definition record and a Data Entry Form Field record.

Important: You cannot delete a Data Entry Form if it is associated with a Template.

Procedure

1. Access the [eLog Administrator](#) page.
2. Select the **Data Entry Forms**.

A table of data entry forms appears.

3. Select the row containing the data entry form that you want to delete.
4. Select .

The **Delete Data Entry Form** window appears, asking you to confirm that you want to delete the data entry form.

5. Select **Yes**.

Important: If the Data Entry Form is associated with a Template, a warning message appears, indicating that you cannot delete the Data Entry Form.

The data entry form is deleted.

Create a Custom Child Family


To create a custom form for use in Assignments feature, you can now create custom child families in eLog Admin pages.

About This Task



This task describes how to create a custom child family under **eLog Assignment** family.

Procedure

1. Access the [Family Management Page](#).
2. In the **Entity** hierarchy, navigate to the **eLog Assignment** family.

Note: You can also search for the eLog Assignment family by selecting  button.

The workspace for the **eLog Assignment** family appears.

3. Select **eLog Assignment** family, then select  to [Create a Family](#).
The custom child family is created, displaying an empty **Information** form.
4. Select **Information** section, then enter the values in the [available fields](#).
5. Select the **Fields** section, then select  to create the fields required in the custom form. For more information, refer to the [Create a New Family Field](#) section of the documentation.
6. As needed, create the **Picklist** data for the custom fields. For more information, refer to the [About Behavior Section Fields](#) of the documentation.
7. Select **Datasheets** section, then select **Manage Datasheets** to [Access the Datasheet Builder](#).
8. [Create a Datasheet](#) for the custom child family.

Note: When you drag and drop the custom fields into the Datasheet, do not drag and drop the system fields eLog Login Key and eLog Template Key into the Datasheet.

9. As needed, enable **State Management**.

Note: The newly added custom child family will be available for you in **Family Management**, whereas to access the child family from **eLog** modules, you must log out and log in to APM. For other users who are being logged in to APM, the modified details of the child family will be available only when they log in to the application again.

10. Select .

Results

The new custom child family is created.

Next Steps

[Create a Data Entry Form.](#)

Templates

About Templates


An eLog Template defines the basis and format for an assignment created for a Shift. In addition, the Template provides a data entry form, assignees, and reviewers for the assignment.

Access a Template

Procedure

1. [Access the eLog Administrator page.](#)
2. Select the **Templates** tab.
A table of Templates appears.
3. In the **Template ID** column, select the link in the row that contains the Template that you want to access.

The datasheet of the Template appears.

Note: As needed, you can modify the values in the [available fields](#), and then select  to save your changes.

Create a Template



Before You Begin

- [Create a data entry form.](#)

Procedure

1. [Access the eLog Administrator page.](#)
2. Select the **Templates** tab.

A table of Templates appears.

3. Select .
- The **New Template** page appears.
4. As needed, enter values in the [available fields](#).
5. Select .
- The Template is created.

Next Steps

- [Apply the Template to Shifts](#).

Apply a Template to Shifts

About This Task

To use an eLog Template in an assignment for a Shift, you must apply the Template to the Shift. This topic describes how to apply a Template to Shifts.

Procedure

1. [Access the eLog Administrator page](#).
2. Select the **Templates** tab.
A table of Templates appears.
3. Select the row that contains the Template that you want to apply to Shifts.
4. Select **Apply**.
The **Apply Template to Shifts** window appears.
5. Select **Add Row**.
A row appears with drop-down list boxes in the **Functional Location** and **Shift** columns.
6. In the **Functional Location** column, in the drop-down list box, select the Functional Location that is associated with the Shifts to which you want to apply the Template.
7. In the same row, in the **Shift** column, in the drop-down list box, select the Shifts to which you want to apply the Template.
Tip: You can select Shifts for a different Functional Location in the next row.
8. Select **Apply**.
The Template is applied to the Shifts. The count of Shifts to which the Template is applied appears in the **Shift Count** column in the **Templates** workspace.

Delete a Template


About This Task

This topic describes how to delete a Template from the **eLog Administrator** page.

Important: You cannot delete a Template if it is associated with an Assignment.

Procedure

1. [Access the eLog Administrator page](#).
2. Select **Templates**.
A list of Templates appears.

3. Select the row containing the Template that you want to delete.
4. Select .
5. Select **Yes**.

Important: If the Template is associated with an Assignment, a warning message appears, indicating that you cannot delete the Template.

The Template is deleted.

Log Entry Type Records

About Log Entry Type Records

Log entry type records are used to:

- Define the types of log entries for the sub families of the eLog Entry family.
- Assign colors to log entry types.
- Differentiate the log entries in the **Shift Summary** page based on color.

In the **Shift Log** workspace, when a log entry is created for a given log entry type, the log entry appears in the color that you have assigned to the log entry type in the associated log entry type record.

The **Log Entry Type** workspace in the **eLog Administrator** page contains the baseline log entry type records.

Access a Log Entry Type Record


Procedure

1. [Access the eLog Administrator page.](#)
2. Select the **Log Entry Type** tab.

A table of log entry type records appears.

3. In the **Family Name** column, select the link in the row that contains the log entry type record that you want to access.

The **Edit Log Entry Type** window appears.

Note: As needed, you can modify the values in the [available fields](#), and then select  to save your changes. However, you can modify only the Log Entry Type Color for the Simple Log Entry Type record.

Create a Log Entry Type Record



About This Task

This topic describes how to create a log entry type record for one of the following families:

- eLog General Entry
- eLog Generation Event

Important: You cannot create a log entry type record for the eLog Simple Log Entry family.

Procedure

1. Access the [eLog Administrator](#) page.
2. Select the **Log Entry Type** tab.
A table of log entry type records appears.
3. Select .
The **New Log Entry Type** window appears.
4. As needed, enter values in the [available fields](#).
5. Select .
The log entry type record is created.

Delete a Log Entry Type Records


About This Task

This topic describes how to delete a log entry type record created for one of the following families:

- eLog General Entry
- eLog Generation Event

Important: You cannot delete the Simple Log Entry Type record.

Procedure

1. Access the [eLog Administrator](#) page.
2. Select the **Log Entry Type** tab.
A table of log entry type records appears.
3. Select the check box next to each log entry type record that you want to delete.
Tip: To select all the check boxes at once, select the check box next to the first column heading.
4. Select .
The **Delete Log Entry Type** window appears, asking you to confirm that you want to delete the log entry type records.
5. Select **Yes**.
The log entry type records are deleted.

Role Configuration

About Role Configuration Records

Role Configuration records determine the behavior of roles associated with the Team Members assigned to a Shift. Depending on the data provided in these records, you can:

- Sign in to a Shift using a different role.
- Sign in to multiple Shifts.
- Take over the Shift from multiple Team Members.
- End the session of a Team Member.


The **Role Configuration** workspace in the **eLog Administrator** page contains the baseline eLog Role Configuration records (that is, Operator and Supervisor).

Access a Role Configuration Record

Procedure


1. Access the [eLog Administrator](#) page.
2. Select the **Role Configuration** tab.
A table of Role Configuration records appears.
3. In the **Team Member Role** column, select the link in the row that contains the Role Configuration record that you want to access.

The datasheet of the Role Configuration record appears.

Note: As needed, you can modify the values in the [available fields](#), and then select  to save your changes.

Create a Role Configuration Record

Procedure

1. Access the [eLog Administrator](#) page.
2. Select the **Role Configuration** tab.
A table of Role Configuration records appears.
3. Select .
4. As needed, enter values in the [available fields](#).

5. Select .

The Role Configuration record is created.

Delete a Role Configuration Record


About This Task

This topic describes how to delete a Role Configuration record from the **eLog Administrator** page.

Important: You cannot delete a Role Configuration record in the following scenarios:

- The Team Member Role is used at least once in the **CAN SIGN IN AS** column.
- The Team Member Role is associated with an active template or shift.

Procedure

1. Access the [eLog Administrator](#) page.
2. Select the **Role Configuration** tab.
A table of Role Configuration records appears.
3. Select the row that contains the Role Configuration record that you want to delete.
4. Select .

The **Delete Role Configuration** window appears, asking you to confirm that you want to delete the Role Configuration record.

5. Select **Yes**.

The Role Configuration record is deleted.

Chapter 7

Deployment and Upgrade

Topics:

- [Deployment](#)
- [Upgrade](#)

Deployment

Deployment

Refer to the deployment information here [Deploy eLog for the First Time](#).

Upgrade

Upgrade

Refer to the upgrade information here: Upgrade eLog.

Chapter 8

Reference

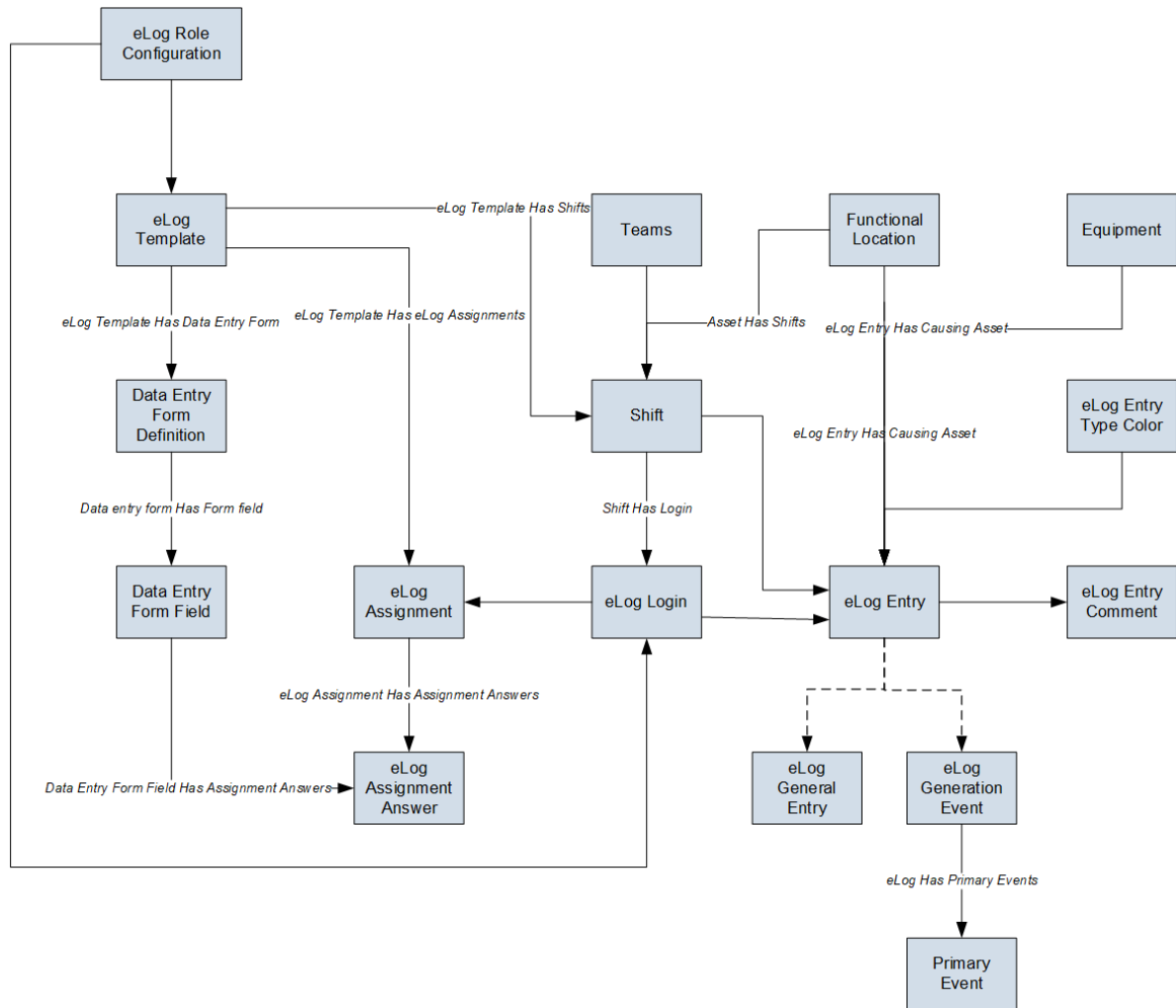
Topics:

- [General Reference](#)
- [Catalog Items](#)
- [Family Field Descriptions](#)
- [Shift Period and Shift Sign-in Time](#)

General Reference

eLog Data Model

The following diagram shows the relationships between the families used in eLog.



Note: In the diagram:

- Boxes represent entity families.
- Arrows that are labeled represent relationship families that are configured in the baseline database.
- Arrows that are not labeled represent foreign key relationships.
- Arrows that are dotted represent a relationship between a family and its subfamily.

You can determine the direction of each relationship from the direction of the arrow head: the box from which the arrow originates is the predecessor, and the box to which the arrow head points is the successor.

eLog Security Groups

The following table lists the baseline Security Groups available for users within this module, as well as the baseline Roles to which those Security Groups are assigned.

Important: Assigning a Security User to a Role grants that user the privileges associated with all of the Security Groups that are assigned to that Role. To avoid granting a Security User unintended privileges, before assigning a Security User to a Role, be sure to review all of the privileges associated with the Security Groups assigned to that Role. Also, be aware that additional Roles, as well as Security Groups assigned to existing Roles, can be added via Security Manager.

Security Group	Roles
MI eLog Viewer	Log Viewer MI APM Viewer
MI eLog Contributor	Log Contributor MI Health User
MI eLog Administrator	Log Administrator MI Health Admin MI Health Power

The baseline family-level privileges that exist for these Security Groups are summarized in the following table.

Family	MI eLog Viewer	MI eLog Contributor	MI eLog Administrator
Entity Families			
Data Entry Form Definition	View	View	View, Insert, Update, Delete
Data Entry Form Field	View	View	View, Insert, Update, Delete
eLog Assignment	View	View, Insert, Update	View, Insert, Update, Delete
eLog Assignment Answer	View	View, Insert, Update	View, Insert, Update, Delete
eLog Entry	View	View, Insert, Update	View, Insert, Update, Delete
eLog Entry Comment	View	View, Insert, Update	View, Insert, Update, Delete
eLog Entry Type Color	View	View	View, Insert, Update, Delete
eLog Login	View	View, Insert, Update	View, Insert, Update, Delete
eLog Role Configuration	View	View	View, Insert, Update, Delete
eLog Template	View	View	View, Insert, Update, Delete
Shift	View	View	View, Insert, Update, Delete
Relationship Families			
eLog Assignment Has Assignment Answers	View	View, Insert, Update	View, Insert, Update, Delete

Family	MI eLog Viewer	MI eLog Contributor	MI eLog Administrator
eLog Entry Has Causing Asset	View	View, Insert, Update	View, Insert, Update, Delete
eLog Has Primary Events	View	View, Insert, Update	View, Insert, Update, Delete
eLog Template Has Data Entry Form	View	View	View, Insert, Update, Delete
eLog Template has eLog Assignments	View	View, Insert, Update	View, Insert, Update, Delete
eLog Template Has Shifts	View	View	View, Insert, Update, Delete

eLog URLs

The URL route that is associated with eLog is eelog. The following table describes the various paths that build on the route, and the elements that you can specify for each path.

Tip: For more information, refer to the URLs section of the documentation.

Element	Description	Accepted Value(s)	Notes
eelog/dashboard/0: Displays the eLog Overview page.			
eelog/dashboard/shift-summary/<EntityKey>/assignments: Displays the My Assignments workspace in the Shift Summary page.			
<EntityKey>	Represents the Entity Key of the Shift that is associated with the assignments that you want to access.	Numeric Entity Key that corresponds to a Shift.	You must be signed in to the Shift to access this URL.
eelog/dashboard/shift-summary/<EntityKey>/shift-logs/0: Displays the Shift Log workspace in the Shift Summary page.			
<EntityKey>	Represents the Entity Key of the Shift that is associated with the log entries that you want to access.	Numeric Entity Key that corresponds to a Shift.	None.
eelog/dashboard/shift-summary/<EntityKey1>/shift-logs/<EntityKey2>: Displays the log entry in the Shift Log workspace in the Shift Summary page.			
<EntityKey1>	Represents the Entity Key of the Shift that is associated with the log entry that you want to access.	Numeric Entity Key that corresponds to a Shift.	None.
<EntityKey2>	Represents the Entity Key of the log entry that you want to access.	Numeric Entity Key that corresponds to a log entry.	None.
eelog/dashboard/shift-summary/<EntityKey>/sign-in-out/0: Displays the Shift Sign-In/Out Log workspace in the Shift Summary page.			
<EntityKey>	Represents the Entity Key of the Shift that is associated with the sign-in and sign-out logs that you want to access.	Numeric Entity Key that corresponds to a Shift.	None.

Element	Description	Accepted Value(s)	Notes
elog/dashboard/shift-summary/<EntityKey1>/sign-in-out/<EntityKey2>: Displays the sign-in and sign-out log in the Shift Sign-In/Out Log workspace in the Shift Summary page.			
<EntityKey1>	Represents the Entity Key of the Shift that is associated with the sign-in and sign-out log that you want to access.	Numeric Entity Key that corresponds to a Shift.	None.
<EntityKey2>	Represents the Entity Key of the sign-in and sign-out log that you want to access.	Numeric Entity Key that corresponds to a sign-in and sign-out log.	None.
elog/admin/shifts: Displays the Shifts workspace in the eLog Administrator page.			
elog/admin/data-entry-forms: Displays the Data Entry Forms workspace in the eLog Administrator page.			
elog/admin/data-entry-forms/<EntityKey>: Displays the data entry form.			
<EntityKey>	Represents the Entity Key of the data entry form that you want to access.	Numeric Entity Key that corresponds to a data entry form.	None.
elog/admin/templates: Displays the Templates workspace in the eLog Administrator page.			
elog/admin/templates/<EntityKey>: Displays the Template.			
<EntityKey>	Represents the Entity Key of the Template that you want to access.	Numeric Entity Key that corresponds to a Template.	None.
elog/admin/eLogMapping: Displays the Log Entry Type workspace in the eLog Administrator page.			
elog/admin/role-configuration: Displays the Role Configuration workspace in the eLog Administrator page.			
elog/admin/role-configuration/<EntityKey>: Displays the Role Configuration record.			
<EntityKey>	Represents the Entity Key of the Role Configuration record that you want to access.	Numeric Entity Key that corresponds to a Role Configuration record.	None.

URLs

URL	Destination
elog/dashboard/shift-summary/12345678912/assignments	The My Assignments workspace for the Shift whose Entity Key is 12345678912.
elog/dashboard/shift-summary/12345678912/shift-logs/0	The Shift Log workspace for the Shift whose Entity Key is 12345678912.
elog/dashboard/shift-summary/12345678912/shift-logs/23456789123	The Shift Log workspace for the Shift whose Entity Key is 12345678912, displaying the log entry whose Entity Key is 23456789123.

URL	Destination
elog/dashboard/shift-summary/ 12345678912/sign-in-out/0	The Shift Sign-In/Out Log workspace for the Shift whose Entity Key is 12345678912.
elog/dashboard/shift-summary/ 12345678912/sign-in-out/ 34567891234	The Shift Sign-In/Out Log workspace for the Shift whose Entity Key is 12345678912, displaying the sign-in and sign-out log whose Entity Key is 34567891234.
elog/admin/data-entry-forms/ 45678912345	Data entry form whose Entity Key is 45678912345.
elog/admin/templates/ 56789123456	Template whose Entity Key is 56789123456.
elog/admin/role-configuration/ 67891234567	The Role Configuration record whose Entity Key is 67891234567.

eLog System Code Tables

The following table provides a list of System Code Tables used by eLog.

Table ID	Table Description	Function
MI_ELOG_ENTRY_STATUS	eLog Statuses	Populates the Status field in the eLog Entry record.
MI_ELOG_TEMPLATE_GEN_ON	eLog Template Generating Options	Populates the Generated On field in the eLog Template record.
MI_ELOG_TEMPLATE_PRIORITY	eLog Template Priorities	Populates the Priority field in the eLog Template record and the eLog Entry record.
MI_ELOG_TEMPLATE_TYPE	eLog Template Types	Populates the Type field in the eLog Template record.
MI_ELOGTYPE_COLOR	eLog Entry Type Colors	Populates the Log Entry Type Color field in the eLog Entry Type Color record (that is, the log entry type record).
MI_FF_TYPE	Data Entry Form Field Types	Populates the Type field in the Data Entry Form Field record.

eLog State Management

eLog uses the standard State Management functionality to manage assignments. The following baseline states are configured for records in the eLog Assignment family:

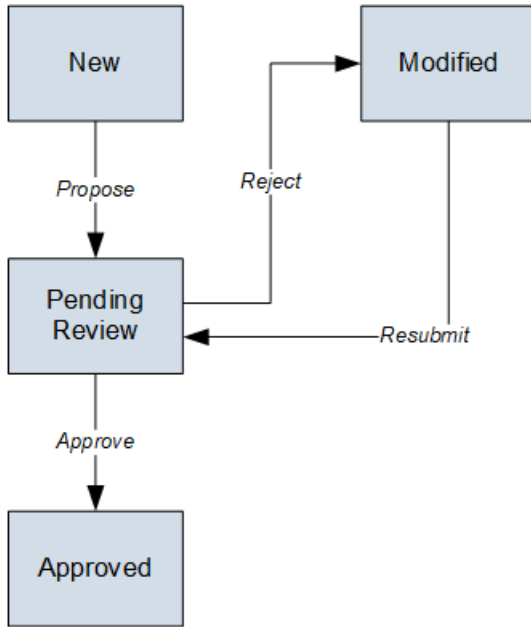
- **New:** State of an assignment that has been completed.
- **Pending Review:** State of an assignment that has been submitted for review or resubmitted for review. You cannot modify such an assignment.

- Modified: State of an assignment that has been rejected. You can modify such an assignment.
- Approved: State of an assignment that has been approved. You cannot modify such an assignment.

Important:

- Only a user who is assigned to the following Security Roles can change the status of an assignment from New or Modified to Pending Review:
 - Log Administrator
 - Log Contributor
 - MI Health Admin
 - MI Health Power
 - MI Health User
- Only a user who is assigned to the following Security Roles can change the state of an assignment from Pending Review to Approved or Modified:
 - Log Administrator
 - MI Health Admin
 - MI Health Power

The following diagram shows the workflow of the baseline eLog State Management process.



Catalog Items

The Dashboards Folder

The Catalog folder \\Public\Meridium\Modules\eLog\Dashboards contains the following item.

Dashboard Name	Behavior and Usage
eLog Dashboard	Displays the eLog Overview page.

The Graphs Folder

The Catalog folder \\Public\Meridium\Modules\eLog\Graphs contains the following items.

Graph Name	Behavior and Usage
Assignment	Displays the bar chart in the STATUS OF ASSIGNMENTS section in the eLog Overview page.
Log Entry by Type	Displays the doughnut chart in the LOG ENTRIES BY TYPE section in the eLog Overview page.
Top 5 Shifts with highest number of log entries	Displays the bar chart in the TOP 5 SHIFTS WITH HIGHEST NUMBER OF LOG ENTRIES section in the eLog Overview page.

The Queries Folder

The Catalog folder \\Public\Meridium\Modules\eLog\Queries contains the following items.

Query Name	Behavior and Usage
All Parent Functional Location	Returns the list of Functional Locations in the Home pane in Shifts workspace in the eLog Administrator page.
Elog All Log Entries	Returns the results in the All Log Entries section in the eLog Overview page.
eLog Page Filter	Used in the page filter in the eLog Overview page.
Elog Shift SignIn SignOut Log	Returns the results in the Sign-in/Sign-out Logs section in the eLog Overview page.
Get All Log Entries	Returns the results in the Shift Log workspace in the Shift Summary page.
Get All Shifts	Returns the results in the Shifts workspace in the eLog Administrator page.
Get All Taking Over From For FLOC	Returns the results in the Taking Over From box in the Sign In window.
List of Data Entry Forms	Returns the results in the Data Entry Forms workspace in the eLog Administrator page.
List of Filled Assignments For Session	Returns the results in the Filled Assignments section in the My Assignments workspace in the Shift Summary page.
List of Log Types	Returns the results in the Log Entry Type workspace in the eLog Administrator page.
List of Role Configurations	Returns the results in the Role Configuration workspace in the eLog Administrator page.
List of Templates	Returns the results in the Templates workspace in the eLog Administrator page.

Query Name	Behavior and Usage
List of Templates for Pending Assignments	Returns the results in the Incomplete Assignments section in the My Assignments workspace in the Shift Summary page.
List of Unapproved Assignments	Returns the results in the Unapproved Assignments section in the My Assignments workspace in the Shift Summary page.
Template Shift Count	Returns the value in the Shift Count column in the Templates workspace in the eLog Administrator page.
Approved Assignment Count	Returns the count of approved assignments in the bar chart in the STATUS OF ASSIGNMENTS section in the eLog Overview page.
Assignment Chart	Returns the count of assignments in the bar chart in the STATUS OF ASSIGNMENTS section in the eLog Overview page.
eLog Entry Count by Type	Returns the results in the doughnut chart in the LOG ENTRIES BY TYPE section in the eLog Overview page.
Incomplete Assignment Count	Returns the count of incomplete assignments in the bar chart in the STATUS OF ASSIGNMENTS section in the eLog Overview page.
Top 5 Shifts with Highest eLog Entries	Returns the results in the bar chart in the TOP 5 SHIFTS WITH HIGHEST NUMBER OF LOG ENTRIES section in the eLog Overview page.
Unapproved Assignment Count	Returns the count of unapproved assignments in the bar chart in the STATUS OF ASSIGNMENTS section in the eLog Overview page.

Family Field Descriptions

Data Entry Form Definition Records

Data Entry Form Definition records store information about fields that are defined for the Data Entry Form Definition family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the Data Entry Form Definition family and appear in the Data Entry Form Definition datasheet (that is, in the **Form** section of a data entry form), unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family is not enabled for site filtering, which means that records in this family can be accessed by any user with the appropriate license and family privileges. For more information, refer to the [Sites](#) section of the documentation.

Field	Data Type	Description	Behavior and Usage
Assignment Family Name	Character	Identifies the name of a custom family created.	You can select a value from the drop-down list of custom child family names. Note: You cannot modify an Assignment Family Name field if an Assignment record is already mapped to the existing family.
Description	Text	Identifies the description of the data entry form.	You can enter a value in this field.
Form ID	Character (127)	Identifies the ID of the data entry form.	This field is required. You can enter a value in the field. The value must be unique.

Data Entry Form Field Records

Data Entry Form Field records store information about fields that are defined for the Data Entry Form Field family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the Data Entry Form Field family and appear in the Data Entry Form Field datasheet (that is, in the **Form Designer** section of a data entry form), unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family is not enabled for site filtering, which means that records in this family can be accessed by any user with the appropriate license and family privileges. For more information, refer to the [Sites](#) section of the documentation.

Field	Data Type	Description	Behavior and Usage
Field Name	Character (255)	Identifies the field that you can choose to display in the data entry form for an assignment.	This field is required. You can enter a value in the field. Each value appears as a field in the data entry form for the assignment.
Is Active	Boolean	Indicates whether the value in the Field Name field appears in the data entry form for the assignment.	By default, this check box is selected, indicating that the value in the Field Name field appears in the data entry form for the assignment. Clear the check box if you do not want the value in the Field Name field to appear in the data entry form for the assignment.

Field	Data Type	Description	Behavior and Usage
Is Mandatory	Boolean	Indicates whether the value in the Field Name field is mandatory in the data entry form for the assignment.	By default, this check box is cleared, indicating that the value in the Field Name field is not mandatory in the data entry form for the assignment. Select the check box if you want the value in the Field Name field to be mandatory in the data entry form for the assignment.
Type	Character (50)	Identifies the data type of the value in the Field Name field (that is, Boolean, Character, or Numeric).	This field is required and populated by the MI_FF_TYPE System Code Table. You can select a value in the field.

eLog Entry Comment Records

eLog Entry Comment records store information about fields that are defined for the eLog Entry Comment family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the eLog Entry Comment family and appear in the **Comment** window, unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family inherits the site filtering setting of the eLog Entry family.

Field	Data Type	Description	Behavior and Usage
Comment Text	Character	Identifies the comment.	You can enter a value in this field.

eLog Entry Records

This topic provides an alphabetical list and description of fields that exist for the subfamilies of the eLog Entry family. When you attempt to create a log entry in the **Shift Log** workspace, each subfamily of the eLog Entry family appears as an option.

The eLog Entry family and its subfamilies inherit the site filtering setting of the Shift family. For more information, refer to the Site Filtering section of the documentation.

eLog General Entry Records

eLog General Entry records store information about fields that are defined for the eLog General Entry subfamily in the baseline APM database and appear in the eLog General Entry datasheet (that is, the general log entry), unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

Note: The fields in the table are inherited from the eLog Entry family, unless otherwise specified.

Field	Data Type	Description	Behavior and Usage
Assign To	Character (50)	Identifies the assignee of the general log entry.	This field contains a list of all Team Members who are assigned to the Functional Location and the Shift to which you are signed in. You can select a value in the field.
Causing Asset	Numeric	Identifies the asset associated with the general log entry.	This field contains a list of Equipment records associated with the Functional Location to which you are signed in. You can select a value in the field.
Headline	Character (256)	Identifies the heading for the general log entry.	This field is required. You can enter a value in the field.
Log Entry Type	Character (150)	Identifies the type of the general log entry.	This field is required. It contains values from the Log Entry Type field in the log entry type record for the eLog General Entry family. You can select a value in the field.
Log Text	Text	Identifies the description of the general log entry.	This field is required. You can enter a value in the field.
Priority	Character (50)	Identifies the priority of the general log entry.	This field is populated by the MI_ELOG_TEMPLATE_PRIORITY System Code Table. By default, the field is populated with the value Medium. You can, however, select a different value.
Session ID	Numeric	Identifies the session associated with the general log entry.	This field does not appear in the datasheet.
Shift ID	Numeric	Identifies the Shift associated with the general log entry.	This field is disabled. It contains the Functional Location and the Shift to which you are signed in.
Status	Character (50)	Identifies the status of the general log entry.	This field is populated by the MI_ELOG_ENTRY_STATUS System Code Table. By default, the field is populated with the value New. You can, however, select a different value.

eLog Generation Event Records

eLog Generation Event records store information about fields that are defined for the eLog Generation Event subfamily in the baseline APM database and appear in the eLog Generation Event datasheet (that is, the generation event log entry), unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

Note: The fields in the table are inherited from the eLog Entry family, unless otherwise specified.

Field	Data Type	Description	Behavior and Usage
Assign To	Character (50)	Identifies the assignee of the generation event log entry.	This field does not appear in the datasheet.
Associated Event Id	Character (50)	Identifies the Event associated with the generation event log entry.	This field is not inherited from the eLog Entry family. The field is always disabled. If the log entry is associated with an Event in the Generation Availability Analysis (GAA) module, by default, this field is populated with the ID of that Event; the ID appears as a link.
Causing Asset	Numeric	Identifies the asset associated with the generation event log entry.	This field contains a list of Equipment records associated with the Functional Location to which you are signed in. You can select a value in the field.
End Date	Date	Identifies the end date and time of the Event associated with the generation event log entry.	This field is not inherited from the eLog Entry family. If the log entry is created in the eLog module, you can enter a value in this field. If the log entry is created from an Event in the GAA module, by default, this field is populated with the end date and time of the Event. You can, however, modify the value in the field.

Field	Data Type	Description	Behavior and Usage
Headline	Character (256)	Identifies the heading for the generation event log entry.	This field is required. If the log entry is created in the eLog module, you can enter a value in this field. If the log entry is created from an Event in the GAA module, by default, this field is populated with the name of the Event. You can, however, modify the value in the field.
Log Entry Type	Character (150)	Identifies the type of the generation event log entry.	This field is required. It contains values from the Log Entry Type field in the log entry type record for the eLog Generation Event family. If the log entry is created in the eLog module, you can select a value in this field. If the log entry is created from an Event in the GAA module, by default, this field is populated with the value Generation Event. You can, however, select a different value in the field.
Log Text	Text	Identifies the description of the generation event log entry.	This field is required. You can enter a value in the field.
Priority	Character (50)	Identifies the priority of the generation event log entry.	This field is populated by the MI_ELOG_TEMPLATE_PRIORITY System Code Table. By default, the field is populated with the value Medium. You can, however, select a different value.
Session ID	Numeric	Identifies the session associated with the generation event log entry.	This field does not appear in the datasheet.
Shift ID	Numeric	Identifies the Shift associated with the generation event log entry.	This field is disabled. It contains the Functional Location and the Shift to which you are signed in.

Field	Data Type	Description	Behavior and Usage
Start Date	Date	Identifies the start date and time of the Event associated with the generation event log entry.	This field is not inherited from the eLog Entry family. If the log entry is created in the eLog module, you can enter a value in this field. If the log entry is created from an Event in the GAA module, by default, this field is populated with the start date and time of the Event. You can, however, modify the value in the field.
Status	Character (50)	Identifies the status of the generation event log entry.	This field is populated by the MI_ELOG_ENTRY_STATUS System Code Table. By default, the field is populated with the value New. You can, however, select a different value.

eLog Simple Log Entry Records

eLog Simple Log Entry records store information about fields that are defined for the eLog Simple Log Entry subfamily in the baseline APM database. There is no corresponding datasheet for this family. You can add a Simple Log Entry from the **Shift Log** workspace. The fields in the table are inherited from the eLog Entry family, unless otherwise specified.

eLog Entry Type Color Records

eLog Entry Type Color records store information about fields that are defined for the eLog Entry Type Color family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the eLog Entry Type Color family and appear in the eLog Entry Type Color datasheet (that is, the log entry type record in the **Log Entry Type** workspace), unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family is not enabled for site filtering, which means that records in this family can be accessed by any user with the appropriate license and family privileges. For more information, refer to the [Sites](#) section of the documentation.

Field	Data Type	Description	Behavior and Usage
Family Name	Character (50)	Identifies the family to which the log entry type belongs.	This field is required. It contains a list of sub families of the eLog Entry family. You can select a value in the field.
Log Entry Type	Character (150)	Identifies the log entry type for the sub family of the eLog Entry family.	This field is required. You can enter a value in the field. When you modify or create a log entry, the value that you enter in this field appears as an option in the Log Entry Type field.
Log Entry Type Color	Character (50)	Identifies the color for the log entry type.	This field is populated by the MI_ELOGTYPE_COLOR System Code Table. It contains a list of colors that you can assign to the log entry type. You can select a value in the field. In the Shift Summary page, in the Shift Log workspace, the log entry created for the log entry type that you enter in the Log Entry Type field appears in the color that you have selected in this field. If you have not selected a value in this field, the log entry appears in the black color.

eLog Login Records

eLog Login records store information about fields that are defined for the eLog Login family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the eLog Login family and appear in the **Sign In** window when you sign in to a Shift, unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family inherits the site filtering setting of the Shift family. For more information, refer to the Site Filtering section of the documentation.

Field	Data Type	Description	Behavior and Usage
Emergency Sign Out performed by	Numeric	Identifies the Team Member who can end the session of another Team Member.	This field does not appear in the window. You can end the session of another Team Member depending on the value in the Perform Emergency Sign Off? field of the associated Role Configuration record (that is, the Role Configuration record for your role).
Role	Character (50)	Identifies the Role of the Team Member who is signing in to the Shift.	This field is required. It contains values from the Can Sign In As field of the associated Role Configuration record . You can select a value in the field.
Shift	Numeric	Identifies the Shift.	This field is required. It appears in the window as the Shifts box and contains a list of all Shifts that are assigned to you. These Shifts appear in the box along with their Functional Locations. You can select one or more Shifts in the field depending on the value in the Login In Multiple Shifts? field in the associated Role Configuration record .
Sign In Time	Date	Identifies the time when the Team Member signs in to the Shift.	This field does not appear in the window.
Sign Out Time	Date	Identifies the time when the Team Member signs out of the Shift.	This field does not appear in the window.
Taking over from	Numeric	Identifies the Team Member from whom you want to take over the Shift.	This field contains a list of all Team Members who are assigned to the Shifts selected in the Shift field. You can select one or more values depending on the value in the Login In Multiple Shifts? field in the associated Role Configuration record .


eLog Recommendation Records

eLog Recommendation records store information about fields that are defined for the eLog Recommendation family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the eLog Recommendation family and appear in the eLog Recommendations datasheet, unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family inherits the site filtering setting of the Shift family. For more information, refer to the Site Filtering section of the documentation.


Field	Data Type	Description	Behavior and Usage
Alert Assignee When Due?	Boolean	Indicates whether an email notification must be sent to the user selected in the Assigned To Name field when the recommendation is due.	When this check box is selected, the following fields are enabled: <ul style="list-style-type: none">• Days Before Due Date to be Notified• Frequency of Alert After Due Date This field appears in the Alert datasheet.
Asset ID	Character	The name of the Asset record with which the Recommendation is associated.	N/A

Field	Data Type	Description	Behavior and Usage
Assigned to Name	Character	The first and last name of the person to whom the recommendation is assigned.	<p>The value in this field is populated by the First Name and Last Name fields in the corresponding Human Resource records. If the Human Resource record also has an associated Security User, the value from the User ID field also appears.</p> <p>In the database, values in this field are stored in the following formats:</p> <p><Last Name>, <First Name> ~ <User Name></p> <p>-or-</p> <p><Last Name>, <First Name> ~</p> <p>For example, a name stored in the database would be Smith, Jane ~ jsmith.</p> <p>The Human Resource records that populate the drop-down list box in this field are filtered based on the site that is applied to the Recommendation.</p>
Business Impact	Character	Records the impact on the manufacturing process during the recommendation implementation.	<p>This field contains a list of System Codes that exist in the MI BUSINESS IMPACT System Code Table. You can choose from the following baseline values:</p> <ul style="list-style-type: none"> • Facility Shutdown (FACILITY SHUTDOWN) • Facility Slowdown (FACILITY SLOWDOWN) • Unit Shutdown (UNIT SHUTDOWN) • Unit Slowdown (UNIT SLOWDOWN) • System Shutdown (SYSTEM SHUTDOWN) • System Slowdown (SYSTEM SLOWDOWN)
Completion Comments	Character	Contains notes regarding the completion of the eLog Recommendation.	By default, this field does not contain a value.

Field	Data Type	Description	Behavior and Usage
Days Before Due Date to be Notified	Numeric	The number of days before the Target Completion Date that an email notification must be sent to the user selected in the Assigned To Name field.	This field uses  to manage time conversions. This field appears in the Alert datasheet. This field is required when the Alert Assignee When Due check box is selected.
Equipment Key	Numeric	The ID of the Asset record with which the Recommendation is associated.	N/A
Final Approver Name	Character	The first and last name of the person who is giving the final approval for an eLog Recommendation.	<p>The value in this field is populated by the First Name and Last Name fields in the corresponding Human Resource records. If the Human Resource record also has an associated Security User, the value from the User ID field also appears.</p> <p>In the database, values in this field are stored in the following formats:</p> <p><Last Name>, <First Name> ~ <User Name></p> <p>-or-</p> <p><Last Name>, <First Name> ~</p> <p>For example, a name stored in the database would be Smith, Jane ~ jsmith.</p> <p>The Human Resource records that populate the drop-down list box in this field are filtered based on the site that is applied to the eLog Recommendation.</p>

Field	Data Type	Description	Behavior and Usage
Frequency of Alert After Due Date	Numeric	Specifies how often email messages will be sent after the completion date has passed.	You can choose any of the following options: <ul style="list-style-type: none"> • Never • Daily • Weekly • Monthly • Yearly This field appears in the Alert datasheet. This field is required when the Alert Assignee When Due check box is selected.
Functional Location ID	Character	The Record name of the Functional Location record linked to the Shift record.	This field is populated with the Record name of the Functional Location record with which the eLog Recommendation is associated.
Functional Location Key	Numeric	The Record ID of the Functional Location record linked to the Shift record.	This field is populated with the Record ID of the Functional Location record with which the eLog Recommendation is associated.
Implementation Alert Text	Character	The text that will be included in the email notification sent to the approver.	This field appears in the Alert datasheet. By default, this field does not contain a value. Optionally, you can enter a value in this field.
Log Entry	Character	The Log Entry with which the Recommendation is associated.	N/A
Recommendation Basis	Text	Allows the user to explain the reasoning for why an eLog Recommendation was proposed.	By default, this field does not contain a value. Optionally, you can enter a value in this field.
Recommendation Description	Character	A description of the eLog Recommendation.	By default, this field does not contain a value. Optionally, you can enter a value in this field.
Recommendation Headline	Character	A short description of the eLog Recommendation.	In the Alert datasheet, if you select the Alert Assignee When Due check box, the value that you provide in the Recommendation Headline field becomes the subject of the alert email.

Field	Data Type	Description	Behavior and Usage
Recommendation ID	Character	Unique ID assigned to the eLog Recommendation.	This field is generated by the APM system through business rules.
Recommendation Priority	Numeric	The priority value used to rank the importance of the eLog Recommendation.	This field contains a list of System Codes that exist in the MI_PRIORITY System Code Table. You can choose from the following baseline values: <ul style="list-style-type: none"> • High (HIGH) • Medium (MEDIUM) • Low (LOW)
Reevaluate?	Boolean	Indicates whether you want to reevaluate the Recommendation.	This field appears in the Alert datasheet.
Reevaluation Alert Body Text	Character	The text that will be included in the reevaluation email message.	This field appears in the Alert datasheet. This field is enabled only when the Reevaluate? check box is selected.
Reevaluation Date	Date	The date on which a reevaluation email message will be sent to the users selected in the Reevaluation Notification List field.	This field appears in the Alert datasheet. This field is enabled only when the Reevaluate? check box is selected.

Field	Data Type	Description	Behavior and Usage
Reevaluation Notification List	Text	The first and last name of the person who is notified about reevaluating an eLog Recommendation.	<p>This field appears in the Alert datasheet. This field is enabled only when the Reevaluate? check box is selected.</p> <p>The value in this field is populated by the First Name and Last Name fields in the corresponding Human Resource records. If the Human Resource record also has an associated Security User, the value from the User ID field also appears.</p> <p>In the database, values in this field are stored in the following formats:</p> <p><Last Name>, <First Name> ~ <User Name></p> <p>-or-</p> <p><Last Name>, <First Name> ~</p> <p>For example, a name stored in the database would be Smith, Jane ~ jsmith.</p> <p>You can select more than one user in this field.</p>
Reviewer Name	Character	The first and last name of the person who reviewed the eLog Recommendation.	When you create the Inspection Recommendation record, you should specify in this field the Security User who will be responsible for reviewing the Inspection Recommendation record. The Human Resource records that populate this field are filtered based on the site that is applied to the eLog Recommendation.
Shift ID	Character	The ID of the Shift record with to the Recommendation is linked.	This field is populated with the unique ID that is automatically assigned to the Shift by APM.
Target Completion Date	Date	The date by which the eLog Recommendation is intended to be implemented.	<p>This field is required.</p> <p>This field contains a  button, which you can select to access the Calendar feature.</p>

eLog Role Configuration Records

eLog Role Configuration records store information about fields that are defined for the eLog Role Configuration family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the eLog Role Configuration family and appear in the eLog Role Configuration datasheet, unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family is not enabled for site filtering, which means that records in this family can be accessed by any user with the appropriate license and family privileges. For more information, refer to the [Sites](#) section of the documentation.

Field	Data Type	Description	Behavior and Usage
Can Sign In As	Character (50)	Identifies the role that the Team Member can use to sign in to a Shift.	This field contains values from the Team Member Role field of the Role Configuration records. You can select one or more values in the field.
Perform Emergency Sign Out?	Boolean	Determines whether the Team Member can end the session of another Team Member.	By default, this check box is cleared, indicating that the Team Member cannot end the session of another Team Member. Select the check box if you want the Team Member to be able to end the session of a different Team Member.

Field	Data Type	Description	Behavior and Usage
Sign in to Multiple Shifts?	Boolean	Determines whether the Team Member can sign in to multiple Shifts and take over the Shift from multiple Team Members.	By default, this check box is cleared, indicating that the Team Member cannot sign in to multiple Shifts and can take over the Shift from only one Team Member. Select the check box if you want the Team Member to be able to sign in to multiple Shifts and take over the Shift from any one Team Member per Shift.
Team Member Role	Character (50)	Identifies the role of the Team Member.	This field is required and populated by the TEAM_MEMBER_ROLES System Code Table. You can select a value in the field; however, after the record is saved, the field is disabled. Note: For a given role, if a Role Configuration record already exists, the role does not appear in the field.

eLog Template Records

eLog Template records store information about fields that are defined for the eLog Template family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the eLog Template family and appear in the eLog Template datasheet, unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family is not enabled for site filtering, which means that records in this family can be accessed by any user with the appropriate license and family privileges. For more information, refer to the [Sites](#) section of the documentation.

Field	Data Type	Description	Behavior and Usage
Assignee(s)	Character (50)	Identifies the Roles of the assignees for an assignment.	<p>This field contains values from the Team Member Role field of the Role Configuration records. You can select multiple values in the field.</p> <p>You are the assignee of the Template if the value in this field corresponds to your role.</p> <p>If you are the assignee of the Template that is applied to a Shift, when you access the My Assignments workspace for the Shift, the Template appears as an assignment in the Incomplete Assignments section.</p> <p>An assignee of the Template cannot access the associated assignment if it has been submitted for review; only a reviewer can access it.</p>
Data Entry Form	Numeric	Identifies the data entry form for the assignment.	<p>This field is enabled only if the value in the Type field is Assignment. It contains values from the Form ID field of all the data entry forms. You can select a value in the field.</p> <p>Note: You cannot modify the Data Entry Form field if an Assignment has a Template and Data Entry Form Mapping.</p>
Description	Text	Identifies the description of the Template.	You can enter a value in this field.
Generated On	Character (50)	Indicates whether the assignment should be created when you sign in to a Shift.	<p>This field is required and populated by the MI_ELOG_TEMPLATE_GEN_ON System Code Table. You can select a value in the field.</p> <p>If the value in the field is Sign In, the assignment will be created when you sign in to the Shift. If the value in the field is Sign Out, the assignment will be created when you sign out of the Shift.</p>

Field	Data Type	Description	Behavior and Usage
Priority	Character (50)	Identifies the priority of the assignment.	This field is enabled only if the value in the Type field is Assignment. It is populated by the MI_ELOG_TEMPLATE_PRIORITY System Code Table. You can select a value in the field.
Reviewer(s)	Character (50)	Identifies the Roles of the reviewers of an assignment.	This field is enabled only if the value in the Type field is Assignment. It contains values from the Team Member Role field of the Role Configuration record. You can select multiple values in the field. You are considered to be the reviewer of the Template if the value in this field corresponds to your role. A reviewer of the Template can access the associated assignment if it has been submitted for your review.
Shift(s)	Text	Identifies the Shift to which the Template will be applied.	This field does not appear in the datasheet. It is required only when you apply the Template to Shifts (that is, in the Apply Template to Shifts window).
Template ID	Character (255)	Identifies the ID of the Template.	This field is required. You can enter a value in the field. The value must be unique.
Type	Character (50)	Identifies the type (that is, assignment) of the Template.	This field is required and populated by the MI_ELOG_TYPE System Code Table. You can select a value in the field. If the value in the field is Assignment, an assignment will be created for the Shift that has the same value in the Functional Location field as that in the Functional Location(s) field of the Template. This assignment is created for users who are assigned to the Roles selected in the Role(s) field.

Shift Records

Shift records store information about fields that are defined for the Shift family in the baseline APM database. This topic provides an alphabetical list and description of fields that exist for the Shift family and appear in the Shift datasheet, unless otherwise specified. The information in the table reflects the baseline state and behavior of these fields. The table is not comprehensive.

This family inherits the site filtering setting of the Functional Location family. For more information, refer to the Site Filtering section of the documentation.

Field	Data Type	Description	Behavior and Usage
Description	Text	Identifies the description of the Shift.	You can enter a value in this field.
End Date	Date	Identifies the end date of the Shift.	You can enter a value in this field.
End Time	Date	Identifies the end time of the Shift for a given day.	This field is required. You can enter a value in the field.
Functional Location	Numeric	Identifies the functional location of the Shift.	This field is disabled and populated by default.
Shift Name	Character (255)	Identifies the name of the Shift.	This field is required. It appears in the datasheet as Shift ID. You can enter a value in the field. The value must be unique for a given Functional Location.

Field	Data Type	Description	Behavior and Usage
Shift Start Buffer Time	Numeric	Identifies the buffer time to start the Shift.	<p>This field is required. You can sign into a Shift prior to the Start Time with the added buffer time.</p> <p>For example, If the Start Time is 5:30 A.M. and the Shift Start Buffer Time is 3 Hours, then you can sign into a Shift from 2:30 A.M. onwards, till End Time.</p> <p>Note:</p> <ul style="list-style-type: none"> By default, this field populates the value from the Shift Start Time Buffer (In Hours) field in the Settings page. The sum of Shift Start Buffer Time and Shift End Buffer Time added to the difference between Start Time and End Time is calculated as Total Time Interval. This interval should not exceed 24 hours. This field does not accept a decimal or a negative number.

Field	Data Type	Description	Behavior and Usage
Shift End Buffer Time	Numeric	Identifies the buffer time to end the Shift.	<p>This field is required. You can sign out of a Shift anytime before the End Time with the added buffer time.</p> <p>For example, If the End Time is 5:30 A.M. and the Shift End Buffer Time is 3 Hours, then you can sign out of a Shift anytime between 2:30 A.M. to 8:30 A.M. If you do not sign out manually, the system will sign you out at 8:30 A.M.</p> <p>Note:</p> <ul style="list-style-type: none"> By default, this field populates the value from the Shift End Time Buffer (In Hours) field in the Settings page. The sum of Shift Start Buffer Time and Shift End Buffer Time added to the difference between Start Time and End Time is calculated as Total Time Interval. This interval should not exceed 24 hours. This field does not accept a decimal or a negative number.
Start Date	Date	Identifies the start date of the Shift.	This field is required. It appears in the datasheet as Effective Date. You can enter a value in the field.

Field	Data Type	Description	Behavior and Usage
Start Time	Date	Identifies the start time of the Shift for a given day.	This field is required. You can enter a value in the field. Note: To account for the buffer time of two hours for signing in to a Shift or signing out of a Shift, the difference between the end date and time of a Shift and the start date and time of the previous occurrence of the same Shift must be more than four hours.
Teams	Character (512)	Identifies the Teams assigned to the Shift.	When you select this field, the Add Teams to Shift window appears, displaying a list of Teams that you can assign to your Shift. Note: Only the Teams that are assigned to the Site to which the Functional Location (that is, the value in the Functional Location field) belongs appear in the window.

Shift Period and Shift Sign-in Time

Relationship Between the Shift Period and the Shift Sign-in Time

The values in the following fields of a Shift determine when you can sign in to a Shift:

- Start Date
- Start Time
- End Date
- End Time

Scenario 1

Suppose that a Shift contains the following field values:

- Start Date: 01/01/2019
- Start Time: 11:00 PM
- End Date: 01/02/2019
- End Time: 05:00 AM

Note: The date and time are represented in the format month/date/year and hour:minute, respectively.

The following table illustrates when you cannot sign in to the Shift.

Date and time when you attempt to sign in to the Shift	Can you sign in?
01/01/2019, 08:59 PM	No
01/01/2019, 09:00 PM	Yes
01/02/2019, 04:59 AM	Yes
01/02/2019, 05:00 AM	No Note: If you already signed in to the Shift, you will be automatically signed out at 01/02/2019, 07:00 AM.

Scenario 2

Suppose that a Shift contains the following field values:

- Start Date: 01/01/2019
- Start Time: 12:00 AM (that is, midnight)
- End Date: 01/02/2019
- End Time: 05:00 AM

The following table illustrates when you cannot sign in to the Shift.

Date and time when you attempt to sign in to the Shift	Can you sign in?
12/31/2018, 09:59 PM	No
12/31/2018, 10:00 PM	Yes
01/01/2019, 05:01 AM	No Note: If you are already signed in to the Shift, you will be automatically signed out at 01/01/2019, 07:00 AM.
01/02/2019, 04:59 AM	Yes
01/02/2019, 05:00 AM	No Note: If you are already signed in to the Shift, you will be automatically signed out at 01/02/2019, 07:00 AM.