

Formatting Daily Logs

Menu → Settings → Logs

Create Headings → ADD
(Use Mouse to toggle and reorder)

→ Swipe YES if box is Positive,
Negative or Mandatory

Optional: Log Guidelines Tab →
Create guideline → ADD

Logs Settings

Logs Headings

Heading Name Add

Order	Name	Positive	Negative	Mandatory	
1	Activities & Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete
2	What went well	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete
3	What could be better	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Delete
342	Any further comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete

Logs Settings

Log Guidelines

Log Guideline Add

Guideline

Must include student wellbeing Edit Delete

Daily Log Settings

Menu → Settings → Organisational Preferences

Log Sharing →
Log Search Sharing Display: YES
Log Search Sharing Externally Display: YES
→ SAVE

Log Sharing

Communication Logs Sharing

Enable communication logs to be shared.

Display :

Yes

Communication Logs Sharing externally

Enable communications logs to be shared with referring partners.

Display :

Yes

Log Search Sharing

Enable log searches to be shared.

Display :

Yes

Log Search Sharing externally

Enable log searches to be shared with referring partners.

Display :

Yes

Completing Daily Logs

Menu → Students → Select Student
→ logs

Select Date → Complete Boxes →
Save Log

Optional → Attach
Documents/Photos

The screenshot shows the 'Incident' page for Cruella DeVille. The page has a header with the student's name, school (Lopton AP), group (Year 6), and year (9). Below the header is a navigation bar with tabs for Progress, Logs, Comms, Attendance, Behaviour, FSA, Targets, Curriculum, and Engagement. The main content area is divided into three sections: 'Weekly Outcomes', 'Session Planning', and 'Session Outcome', each with a large text input field. A date selector at the top right of the main area is set to 06/11/2025. At the top right of the page, there are buttons for 'Incident', 'Safeguarding Concern', 'Snapshot Report', and 'View Details'.

The screenshot shows the 'Safeguarding' log entry form. It features a large text input field at the top. Below it is a 'Save Log' button. The form contains the following text: 'Safeguarding', 'Cruella's emotional wellbeing is supported through consistent boundaries, adult supervision, and a clear behaviour plan.', and a timestamp 'Sam Kane 06/11/2025 screened on: 06/11/2025 13:28:42'. Below this is a 'Summary of progress' section with the text 'Cruella has made steady progress in managing her emotions and engaging more positively in group activities.' This is followed by two sections: 'What went well?' with the text 'Cruella engaged well in structured activities and showed improved self-regulation during group tasks.' and 'What could be improved?' with the text 'Cruella could improve her ability to manage frustration and follow adult instructions during transitions.' At the bottom right, there is an 'Attach' button and a 'Delete' button.

Exporting Daily Logs

Menu → Logs → Logs Search

Select student → Select Dates
From → Select Dates To → Search

Click "Share" → Select From
Internal and/or External List →
Send

Logs Search

Anna Arandelle | --- SELECT --- | Search | Date From | Date To | Search | Print | Share

16/04/2026 HS Weekly outcomes
Anna Arandelle asdeirgyn
Go to Entry

SESSION Planning asdfgrt

Session Outcome sdfgrthyj

What could be better sdfgr

Relationships & supporting Others dfgghnrj

Go to Entry
Students: Anna Arandelle
Meet Support 16/04/2026 (Created on: 16/04/2026 11:19:04)

Log - Share

Please check that recipients are authorised to receive this information. Data shared externally must be carefully checked to ensure compliance with your data sharing agreements.

Select staff members to share log with

Select staff members to share log with

PDF creation complete
The log has been converted to a PDF. Click the button below if you would like to view the report now.

View PDF

Send

Automated Exporting Daily Logs weekly

Menu → Students → Select Student
→ View Details → External Partner
→ Add/Edit → Weekly Logs Swipe
Yes → Save

Menu → Students → Select Student →
View Details → Guardian → Add/Edit
→ Weekly Logs Swipe YES → Save

Guardian

First Name
Last Name
Relationship
Email
Home Phone Number
Mobile Phone Number

Work Phone Number
Address Line 1
Address Line 2
City
County
PostCode

Contact Preferences

Emergency Contact: No
Primary Contact: No

Email Delivery

Half Term School Report: No
Full Term School Report: No
Onsite Confirmation: No
Weekly Logs: Yes

Save

External Partner

Name
Email Address
Telephone Number
Notes

Email Delivery

Half Term School Report: No
Full Term School Report: No
Onsite Confirmation: No
Weekly Logs: Yes

Save