

USER LOGS – Navigating the Data

Recurring Tasks for Conway Observatory

Create a Recurring Task
Recurring Tasks Reports

SUBJECT	HOW OFTEN	NEXT DATE	DESCRIPTION		
Subject	Daily	08/13/2020	Description	View	On/Off
Subject	Daily	08/12/2020	Description	View	On/Off
Mow Lawns	Weekly	08/19/2020	Mow the lawns weekly	View	On/Off
Check Status of Fuel and ...	Daily	08/12/2020	Check all consumables for low levels.	View	On/Off
Check fire extinguishers	Quarterly	11/09/2020	Check working order and valid use ...	View	On/Off

CONFIGURING THE LOGS AND SAVING PREFERENCES

Logs that can be configured will have three vertical dots next to the column name, and have a Gear Cog in the upper right corner of the log's header.



You can adjust the log to specific preferences

- /// **Turning columns on and off** by clicking the three vertical dots, navigating to Columns, and toggling them on and off
- /// **Adjust the order of the columns** by dragging the column name to the desired location
- /// **Clicking the Gear Cog Icon** to save your preferences for the specific log you made changes to. It will remain formatted for future sessions

QUICK REFERENCE

- /// This Quick Reference Guide should be used to navigate and utilize the functionality of all logs in PHAZE. It will be beneficial where you may seek to filter data, find specific information, and discover specific subsets of data using the filters and *ad-hoc* reporting.
- /// The navigation of the logs and *ad-hoc* reporting is the same anywhere you are presented with data in the logs.
- /// You may see buttons on the right side of the logs which can perform actions specific to that record.
- /// You may see checkboxes on the left side of the records, which are used to select multiple records, then select an action in the Panel Header to take the action on **all** the **selected** records.

PRINTING LOGS

-  This will generate a .csv file of the current log
-  This will generate a printer friendly HTML file of the current log

AD HOC REPORTING

Because the logs can be filtered to only retrieve data that the user is interested in and the system can create HTML tables and .csv spreadsheets, this allows users to create unique reports specific to what they are interested in. We call this **Ad Hoc Reporting**.

NOTE: When filtering the data in the top rows of the logs the default criteria is the text entered is **contained** in the field. You use more complex filters by selecting the three vertical dots, and using the **Filters** option from the menu to search **two** simultaneous criteria.