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New Features & Improvements | Web

Adding Attachments to the Store Log

Users are now able to add attachments to Store Log entries and replies. Once an entry has been made, the author of the post will see an Attachments button.



Users will then be able to search their computers for the file(s) they want to attach. Once selected, the file's name will appear within the Daily Log entry.

Show on Roster	Reply
2. Operations Subject: General Issue: General Priority: ! Low Author: Brandon Roesler	
Corporate is sending us new bowls for the ph	o.
PhoBowl.JPG X	

It's important to properly name the attachment so it's easier to identify from the entry.

Entries with attachments will display a paperclip icon.





Attachments can be added to replies from the 3-Dot menu after the entry has been saved.

Johnny Lopez 9/2/1 They look great! When corporate holds its all-hands meeting to discuss the new dishes these wonderful bouncy balls for participation prizes.	6 11:13 AM CDT , I bought
	Edit Reply
	Attachment
	Delete Reply

The attachment will appear just like the original entry, so it's still important to name the attachment.

Show on Roster	Reply Reply
2. Operations Subject: General Issue: General Priority: ! Low Author: Brandon Roesler Corporate is sending us new bowls for the PhoBowl.JPG	Created 9/2/16 9:48 AM CDT
Johnny Lopez They look great! When corporate hol these wonderful bouncy balls for part BouncyBalls.JPG	

The following attachment types are acceptable:

- o JPG
- o GIF
- o PNG
- o TXT
- o PDF
- DOC/DOCX
- o PPT/PPTX
- o XLS/XLSX



Preventing Assigned Task Lists from Being Copied at Lower Levels

Previously, Task Lists assigned to lower-level stores in the ASC hierarchy could be copied and then modified. Now, users at the level in which the Task List was created have the ability to restrict lower levels from copying Task Lists by clicking the Copy Lock button. ASC users will then see a lock icon on their Task List landing page for each Task List they aren't able to copy.

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1							
	Reports Co	ommunication Cor	figure Logbook	Forecasting	PayControl Payro	I Ranking Report	ACA
Canc	e Task Lists						
	Find	Include On	y My ASC Level 🚺 🛛 🗛	d Deactivate			
	Active Inactive	e	•				
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	Recurring Task	List û Lorem insum	dolor sit amet dict	4 Cla	rk Kent Company 🧪	Write 00/00/00	Actions -
	U Recurring Task						

It's important to note that an ASC user at a *higher* level will still have Write access (as shown above), and will still see the lock icon. This is to indicate that the author of the Task List has locked it for lower levels, but still allows the user of the higher levels to the unlock/lock copy feature.

Badges for Unread Items

Knowing there are unread entries and replies just got a lot easier. Users will now see a blue badge with the number of new entries and replies on the tabs of the Daily Log and Staff Journal. Tapping an entry, or marking a reply as "read" will affect the badge in real time.



ToDo and Follow Up Notifications

Updates have been made to the emails, push notifications, and HS Messages that are sent to notify users of pending ToDos and Follow Ups including adding the name of the store to the subject line of each.



Store Logs Notifications

The store name will now be included in the subject line of emails and HS Messages when a new Daily Log and/or Staff Journal entry or reply is made, but will not appear in push notifications until a future Release.

