

Logs

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Purpose and when to use this record

Record chronological agency activity for operational review and reporting.

At a glance

- **Identify it by:** **Officer**, **Shift Date**, **On-Shift Time**, and **Off-Shift Time**.
- **Check its business context:** **Officer**, and **Vehicle**.
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on logs. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Officer** records ready first. Those selections determine where this Log belongs and which later screens can find it.

Create a Log

Create a Log only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Officer**, and **Vehicle**.
2. Enter the required identifying and operational values: **Officer**, and **Shift Date**.
3. Review **On-Shift Time**, **Off-Shift Time**, **Beginning Miles**, **Ending Miles**, and **Total Miles** against the source document or approved setup decision.

4. Save the Log, then confirm **Officer**, **Shift Date**, **On-Shift Time**, **Off-Shift Time**, **Vehicle**, and **Beginning Miles**, plus the remaining screen fields on its detail page before continuing.

After saving: Use **Officer**, and **Vehicle** to interpret this Log. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Delete a Log

Delete this Log only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

Before confirming, check for related **Activities**, and **Tallies**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Officer**, **Shift Date**, **On-Shift Time**, and **Off-Shift Time**. After confirmation, return to the Logs list and make sure only the intended Log was removed.

Review Log details

Use the detail page as the shared record of what this Log currently means. Verify **Total Miles** before relying on it for a decision.

Follow **Officer**, and **Vehicle** to determine whether the issue is on this Log or on one of those linked records.

Next check: Use **Officer**, and **Vehicle** to interpret this Log. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

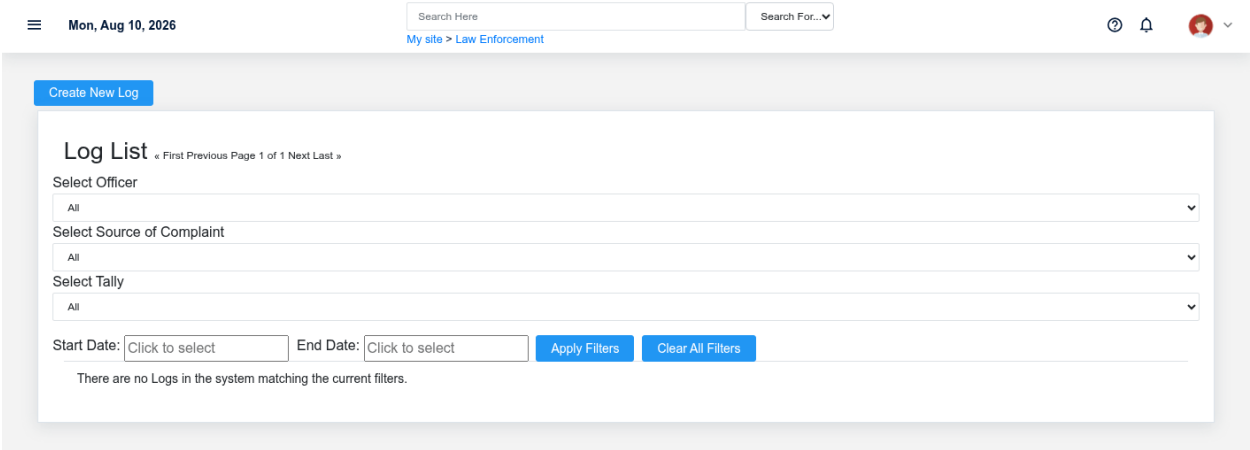
Edit an existing Log

Edit this Log to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Officer**, and **Vehicle** with the supporting document or approved request.
2. Recheck **Total Miles**. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
3. Save the change, return to the list, and confirm that the Log now appears under the expected identifying information shown on the screen.

After the change: Use **Officer**, and **Vehicle** to interpret this Log. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Find and review logs



The Logs list screen in the Brisk documentation demo.

Use the Logs list to find the correct record before opening or changing it. Compare **Officer**, **Shift Date**, **On-Shift Time**, and **Off-Shift Time**. Records with similar names or numbers can still belong to different **Officer**, and **Vehicle**.

Open the Log whose **Officer**, **Shift Date**, **On-Shift Time**, and **Off-Shift Time** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Fields and business rules

Brisk stores 8 user-relevant fields for this Log, including 2 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Officer	Yes	Sets the officer for this log entry.
Shift Date	Yes	The calendar date of this shift. If shift carries into a 2nd day, please use the first/starting day.
On-Shift Time	No	The on-shift time recorded for this log.
Off-Shift Time	No	The off-shift time recorded for this log.

Field	Required	What it controls
Vehicle	No	Sets the vehicle that the officer is using this day.
Beginning Miles	No	Records the mileage of the vehicle at the beginning of the shift.
Ending Miles	No	Records the mileage of the vehicle at the end of the shift.
Total Miles	No	Records the difference between the beginning and ending mileage.

What happens next

Use **Officer**, and **Vehicle** to interpret this Log. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Officer**, and **Shift Date** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Open **Officer**, and **Vehicle** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.