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# Daybook & Diary

## LYNX

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## Introduction

### Daybook

The Daybook feature is the system operation log. It informs the operators on any past, current, and future operation events, and allows to track troubleshooting and response sheets.

Every time a shift changes, the system will display the events that have not been read by the operator who has just logged in, so he can be aware of these events.

Events or troubleshooting sheets can be created manually, or be generated automatically when an object's state changes.

### Diary

The Diary tool allows to associate actions, tasks or instructions with given moments in time. It groups all the days in the year with a monthly and daily breakdown. It allows users to schedule tasks to be done or instructions to follow.

The information in the diary is common to a same user group, and is thus shared between all users in the group to which the user belongs.

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# THE DAYBOOK

## Creating Events Automatically

When an event occurs and the state for the related object requires creating a troubleshooting sheet, the system will create automatically the event in the daybook. This is a troubleshooting sheet, with state "To be validated". The icon that is related to the daybook will blink in the supervision banner to inform the operator that an unread event exists in the daybook.

## Creating Events Manually

An operator with special rights can enter manually an event or a troubleshooting sheet, set its state, initialize it from a template, insert the items on the log book that relate to the event, or freely set a new event.

If the operator has high level rights, he can also delete an event. This event will then be moved to a bin for 20 days, then will be deleted permanently.  
An automatically-generated event or a troubleshooting sheet can never be edited.

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# THE DIARY

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It is possible to have access to the diary through the daybook menu, or with a user button in the supervisor.