



Data Quality for Daily Logs

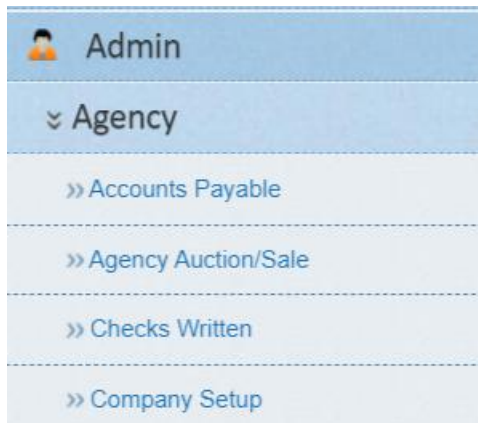
Added Daily Logs Quality Check and Associated Settings

DAILY-LOGS-4482: Added New Data Quality Check Button above the Tabs in Employee Daily Logs

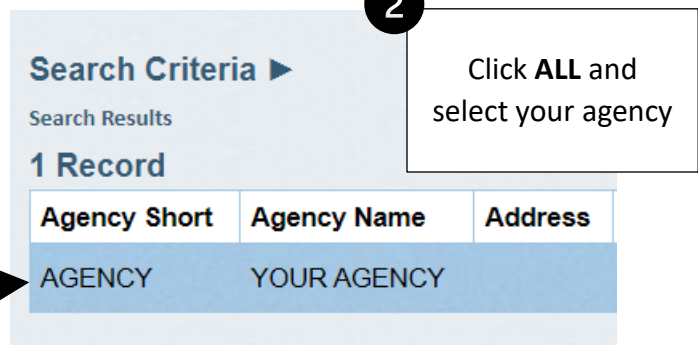
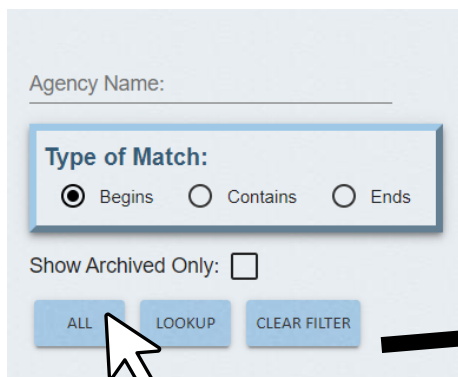
The *Daily Logs* module now has a **Data Quality Check** button. This means that certain fields must be filled in before iSOMS will allow the record to pass a *Data Quality Check*. These fields are set in the *Settings* of your agency.

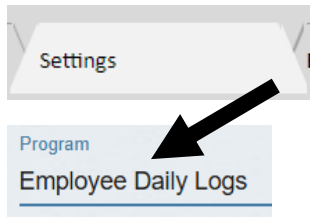
NOTE: The record can still be saved even if a data quality check has *not* been passed. Make sure you ensure employees are trained to click **Data Quality Check** to see if everything is filled in as necessary.

To use this feature, you will have to enable the quality checks under Company Setup.
(Some may be set to YES already for your agency.)



1
Click **ADMIN** → **AGENCY** → **COMPANY SETUP**





3

Choose the **Settings** tab and change the *Program* dropdown to **Employee Daily Logs**

4

Select one (or more) of the settings listed below. Enter *Y* to require filled in values before a Daily Log record can pass data quality.

Program Employee Daily Logs		
8 Settings		
Setting	Setting Type	
DATA-QUALITY-ENDING-MILEAGE	YESNO	Default is No. If Yes if will require Ending Mileage
DATA-QUALITY-REQUIRE-NOTES	YESNO	Default is No. If Yes if will require a Main note(any length) be entered
DATA-QUALITY-SHIFT	YESNO	Default is No. If Yes if will required Shift Picklist to be populated
DATA-QUALITY-STARTING-MILEAGE	YESNO	Default is No. If Yes if will require Starting Mileage
DATA-QUALITY-UNIT-NUMBER	YESNO	Default is No. If Yes if will require Unit Number to be Populated
DATA-QUALITY-ZONE	YESNO	Default is No. If Yes if will require at least Zone Picklist to be Populated

DATA-QUALITY-ENDING-MILEAGE → Default is No. If Yes, will require **Ending Odometer**

Starting Odometer:	Ending Odometer:
10000	12000

Ending Odometer must be greater than **Starting Odometer**.

DATA-QUALITY-REQUIRE-NOTES → Default is No. If Yes, will require **Main Note** (any length)

Note Type
MAIN X ▾ ☐ Show On View Note Date (leave blank to d... Time:

Notes:
EXAMPLE

TIMESTAMP DRAFTS

ADD EXIT

Note with **Note Type Main** must be entered. The note can be of any length.

DATA-QUALITY-SHIFT → Default is No. If Yes, will require **Shift** dropdown to be populated.

Shift:
1 X ▾

The **Shift** field must have an option from the dropdown selected.

DATA-QUALITY-STARTING-MILEAGE → Default is No. If Yes, will require **Starting Odometer**

Starting Odometer:	Ending Odometer:
10000	12000

Starting Odometer must be greater than **0**.

DATA-QUALITY-UNIT-NUMBER → Default is No. If Yes, will require **Unit #** field to be populated.

Unit #:
123

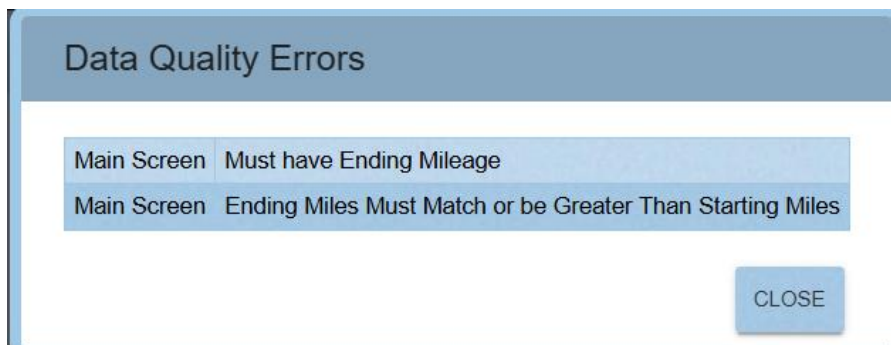
The **Unit #** field must be populated.

DATA-QUALITY-ZONE → Default is No. If Yes, will require **Zone** dropdown to be populated.

Zone:
0111 111 Z1 DOWNTOWN AREA X ▾

The **Zone** field must have an option from the dropdown selected.

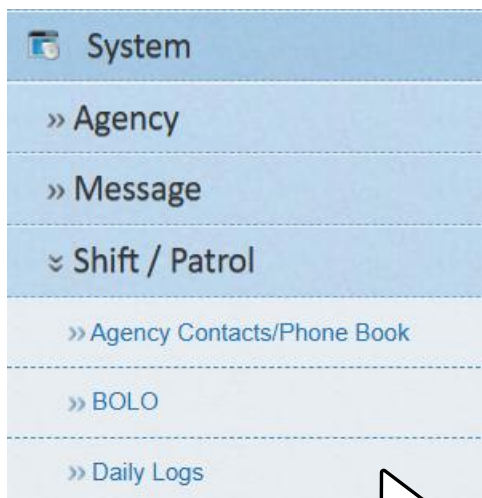
If any of these are set to YES, then the **Data Quality Check** button must be used to pass the data quality check, or iSOMS will fail the data quality check on this record.



A dialog box titled "Data Quality Errors" with a light blue header. It contains a table with two rows of error messages. A "CLOSE" button is located at the bottom right.

Main Screen	Must have Ending Mileage
Main Screen	Ending Miles Must Match or be Greater Than Starting Miles

CLOSE



A vertical menu titled "System" with a folder icon. It lists several options: "Agency", "Message", "Shift / Patrol", "Agency Contacts/Phone Book", "BOLO", and "Daily Logs". A mouse cursor is pointing at the "Daily Logs" option.

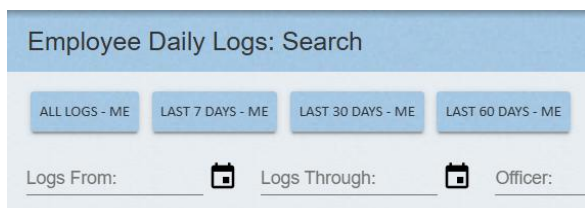
- System
 - » Agency
 - » Message
 - » Shift / Patrol
 - » Agency Contacts/Phone Book
 - » BOLO
 - » Daily Logs

1

Data Quality Check Button
Navigate to **SYSTEM → SHIFT/PATROL → DAILY LOGS**

2

Use the search screen to find the record you want to edit or add the record you need to create.



A search screen titled "Employee Daily Logs: Search". It features four filter buttons: "ALL LOGS - ME", "LAST 7 DAYS - ME", "LAST 30 DAYS - ME", and "LAST 60 DAYS - ME". Below these are input fields for "Logs From:" and "Logs Through:" with calendar icons, and an "Officer:" field.

Employee Daily Logs: Search

ALL LOGS - ME LAST 7 DAYS - ME LAST 30 DAYS - ME LAST 60 DAYS - ME

Logs From: [calendar icon] Logs Through: [calendar icon] Officer: [text input]

3

You will see the **Data Quality Check** button near the bottom of the record. Have employees click this button to ensure all fields you set to require are filled out properly.

Employee Daily Logs: View Record

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Employee: 603 ELDER, MARTIN WILLIAM -INV X ▾ Q Posted Date:

Start Date: 07/23/2025 Start Time: 15:38:48 Unit #: Designator: Work Hours: 0 Sick: 0 Training: 0 Supervis

End Date: End Time: 0 Comp-Time: 0 Vacation: 0 Over-Time: 0 Shift: Partner Hours: 0

Work Area/ Assignment: Partner: Q 0

Starting Odometer: 0 Ending Odometer: 0 Gallons Pumped: 0 Odometer At Fueling: 0 Watch Commander:

Department: ▾ Zone: ▾ SubDivis

Special Event: ▾ DATA QUALITY CHECK

DATA QUALITY CHECK

Data Quality Errors

Main Screen	Must have Ending Mileage
Main Screen	Ending Miles Must Match or be Greater Than Starting Miles

CLOSE

*Your agency may need an iSOMS update to reflect these changes.
Contact our office at (888) 644-5786 if you have questions.*