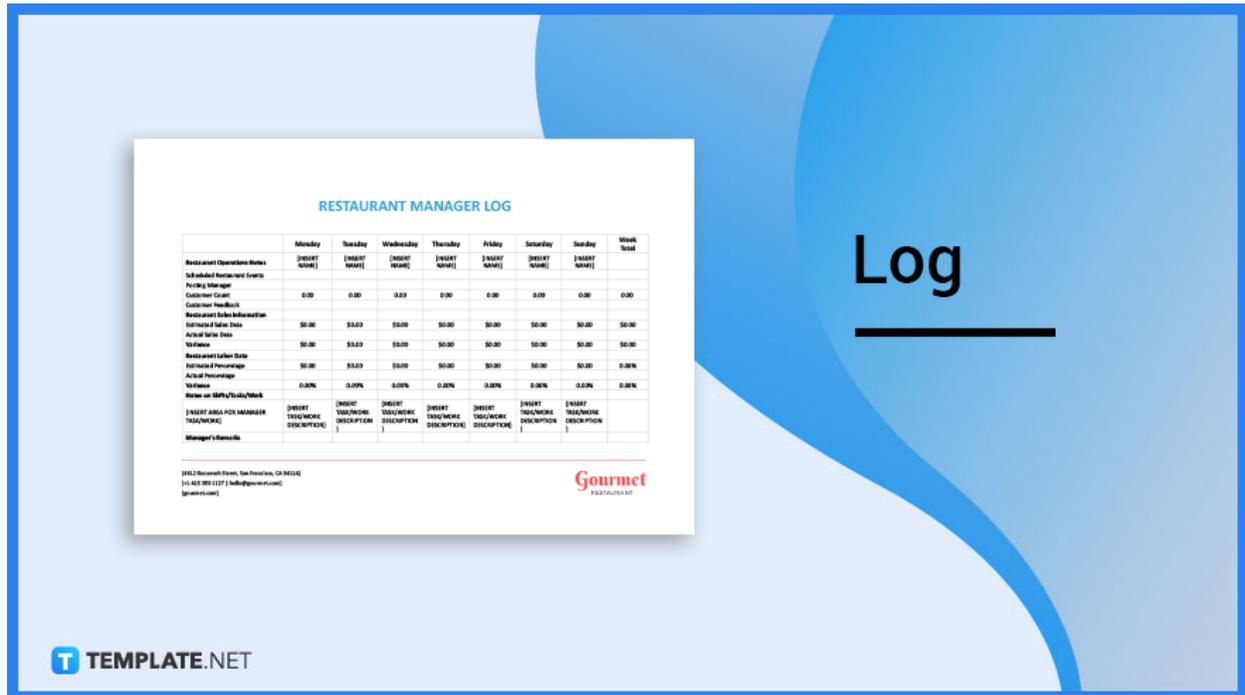


# Log

Logs are records used by companies to get the information they need and to protect their business. They allow business owners, managers, and other professionals to monitor customer behaviors, improve security, and provide enhanced customer support.



## Log

## Log Definition and Meaning

Logs are records of data, when processed, become information that can be used as insights to know how a business performs. In math, a log or logarithmic scale is used to quantify the relative change of a value as opposed to its absolute difference.

Logs document events that can be produced and time-stamped, which contains relevant events to a particular system.

## What is a Log?

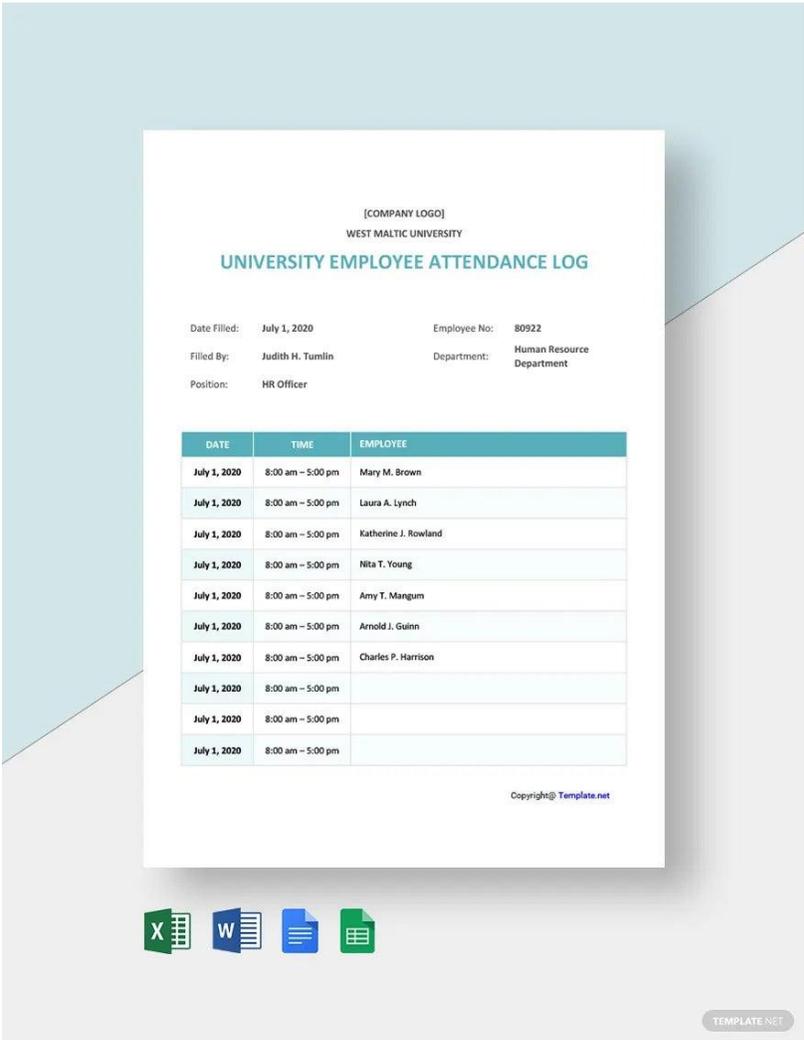
Logs are historical records of any relevant events that have occurred within a system, including events like transactions, errors, and intrusions. In addition to its uses, records can be used as essential data points for security and surveillance purposes. In mathematics, a

log is an abbreviation for logarithm, which occurs when exponents to which one base number must be raised, multiplied by itself, to produce another number.

# 10 Types of Logs

## Attendance Log

An [attendance log](#) is a record that tracks a person’s attendance whenever they are late or absent on a specific day. This type of log is usually used in every organization and educational institution. An attendance log can be in the form of an employee attendance log, group attendance log, school attendance log, or other features.



# Cleaning Service Log

Cleaning service logs are documents that record an employee's cleaning activities for a day, week, or month. This log allows them to maintain a better overview of their cleaning progress and track accountability. Cleaning service logs also help them set better cleaning goals.

Goodbye Trashy  
**Sample Cleaning Service Log Sheet**  
goodbyetrashy@company.com  
222 555 7777

Prepared by: Pepper Smith Date: March 13, 2040  
Sheet No.: 07689

TASKS	DATE	CLEANER	PROGRESS
Wipe and sanitize elevators	March 10, 2040	Sam Bingley	Complete
Scrub the floors	March 10, 2040	Sam Bingley	Complete
Clean and sanitize the toilets	March 10, 2040	Sam Bingley	Complete
Wipe door knobs and switches	March 11, 2040	Sam Bingley	Complete
Clean window window panes	March 11, 2040	Sam Bingley	Complete
Clean the conference carpet	March 11, 2040	Eliza Jones	Complete
Vacuum the floors	March 11, 2040	Eliza Jones	Complete
Clean tile and grout	March 11, 2040	Eliza Jones	Complete
Dust wall hangings	March 11, 2040	Sam Bingley	Complete

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# Maintenance Log

Maintenance logs are used by organizations to record asset maintenance activities. This allows them to monitor their system checkup processes and track the maintenance tasks of technicians. Keeping a maintenance log also lets them know when the time is right to replace a piece of equipment.

**LOG SHEET**

Name of the Equipment: [Mention Equipment Name]  Manufacturers Contact Details: [Mention Manufacturer Phone #]   
Serial Number: [Mention Equipment Serial Number]  Date of Purchase: [Mention the date of Purchase]   
Manufacturer: [Mention Name of the Manufacturer]  Person Responsible: [Mention Name of the Person responsible]   
Label: [Mention Label]  Service Date: [Mention service Date]

**EQUIPMENT MAINTENANCE LOG**

Date	Maintenance Description	Maintenance Performed by	Date of Validation Before Service	Comments
02-02-2020	Check and record Voltages at various circuits.	Henry Holt	02-02-2020	
05-02-2020	Tighten all Connections (with Power Removed)	Henry Holt	05-02-2020	
07-02-2020	Check Indicators and Perform Lamp Tests.	Henry Holt	07-02-2020	
10-02-2020	Check to make sure plug.	Henry Holt	10-02-2020	

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# Order Log

An [order log](#) is a record that contains a table or graph of all purchased orders, including those that are fulfilled, canceled, or voided. This log records details about products, assets, services, or events under question. Keeping an order log also provides comprehensive incident audit data.



# Reading Log

A [reading log](#) is an individual's record of their reading activity. It contains notes of what they have read, the date, and the number of pages they have read. It also describes the book or the article they used. A reading log can be a part of a formal school assignment or a person's journal of their own keeping.

[SCHOOL LOGO]  
BROUSSARD WEST ACADEMY

### SCHOOL READING LOG

Date Filled : November 20, 2021 Employee No. : 20176  
Filled By : Virginia Roberts Grade and Section : Grade 4 - (2-8)  
Position : Student

DATE	TIME	Book Title Read
October 5, 2020	8:00 PM - 9:30 PM	Revolution Is Not a Dinner Party
October 12, 2020	5:00 PM - 6:30 PM	Brown Girl Dreaming
October 19, 2020	7:00 PM - 8:00 PM	Anne of Green Gables
October 26, 2020	8:00 PM - 9:30 PM	The Crossover
November 3, 2020	5:30 PM - 6:30 PM	Tales of a Fourth Grade Nothing
November 9, 2020	6:00 PM - 7:30 PM	When the Sea Turned Silver
November 16, 2020	5:30 PM - 6:30 PM	Inside Out and Back Again

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# Restaurant Log

A [restaurant log](#) is a document that contains daily sales, customer data, and other shop information that are divided into categories to relay from one shift to another. This document is used by managers to better communicate with their team and employees. Restaurant logs are also used to remember important information and find new ways to improve a restaurant.

### RESTAURANT MANAGER LOG

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
<b>Restaurant Operations Notes</b>	[INSERT NAME]							
Scheduled Restaurant Events								
Posting Manager								
Customer Count	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer Feedback								
<b>Restaurant Sales Information</b>								
Estimated Sales Data	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Actual Sales Data								
Variance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Restaurant Labor Data</b>								
Estimated Percentage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Actual Percentage								
Variance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Notes on Shifts/Tasks/Work</b>								
[INSERT AREA FOR MANAGER TASK/WORK]	[INSERT TASK/WORK DESCRIPTION]							
<b>Manager's Remarks</b>								
[INSERT ON WHAT RESTAURANT OPERATIONS AREA]								

[412 Roosevelt Street, San Francisco, CA 94114]  
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 [gourmet.com]

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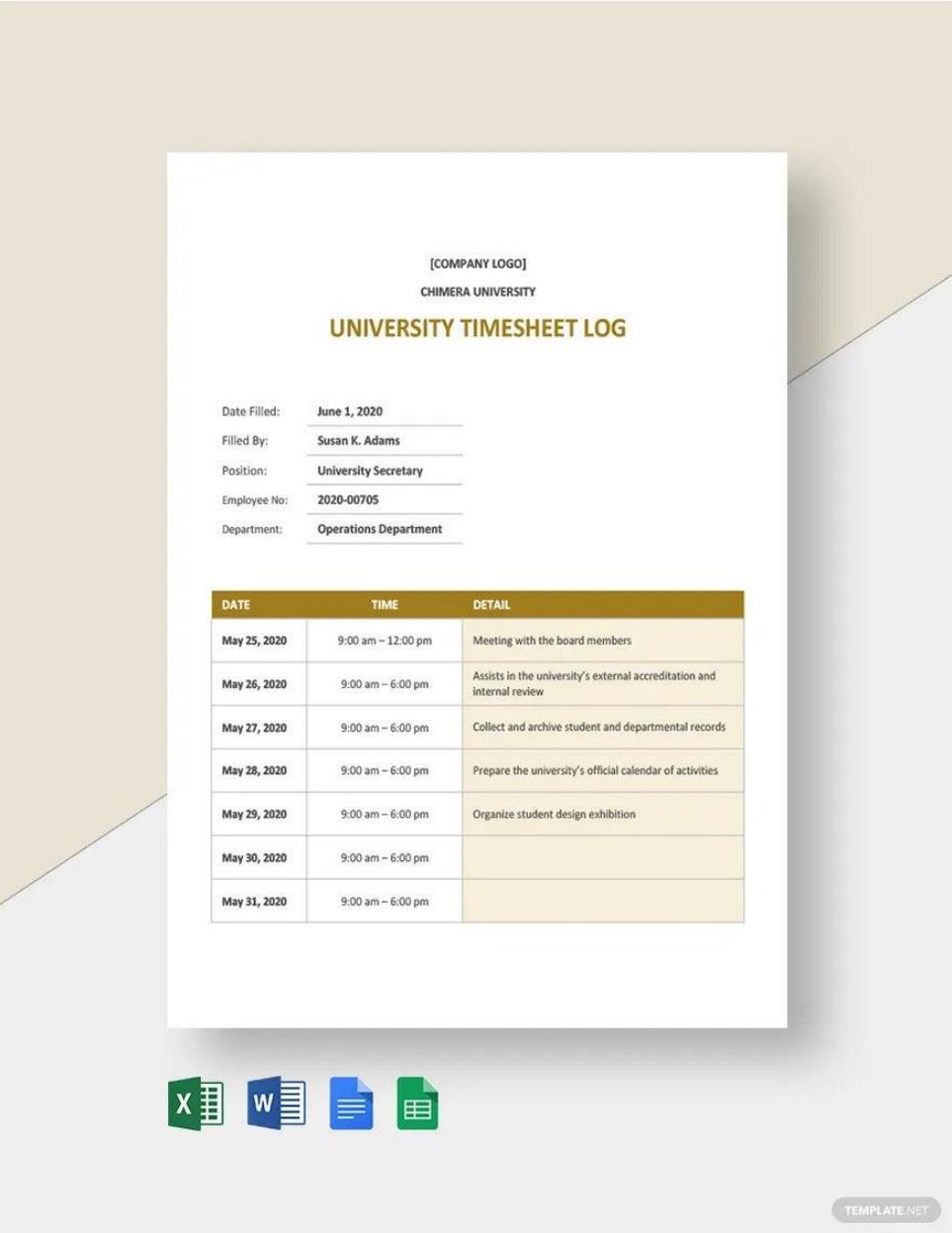
# School Log

An academy uses [school logs](#) to document educational activities, events, and other important information on a school's property. It is also used to record tardy students entering the classrooms, communication with parents, and conferences between students and teachers. Keeping a school log provides insights into the daily activities of a school.



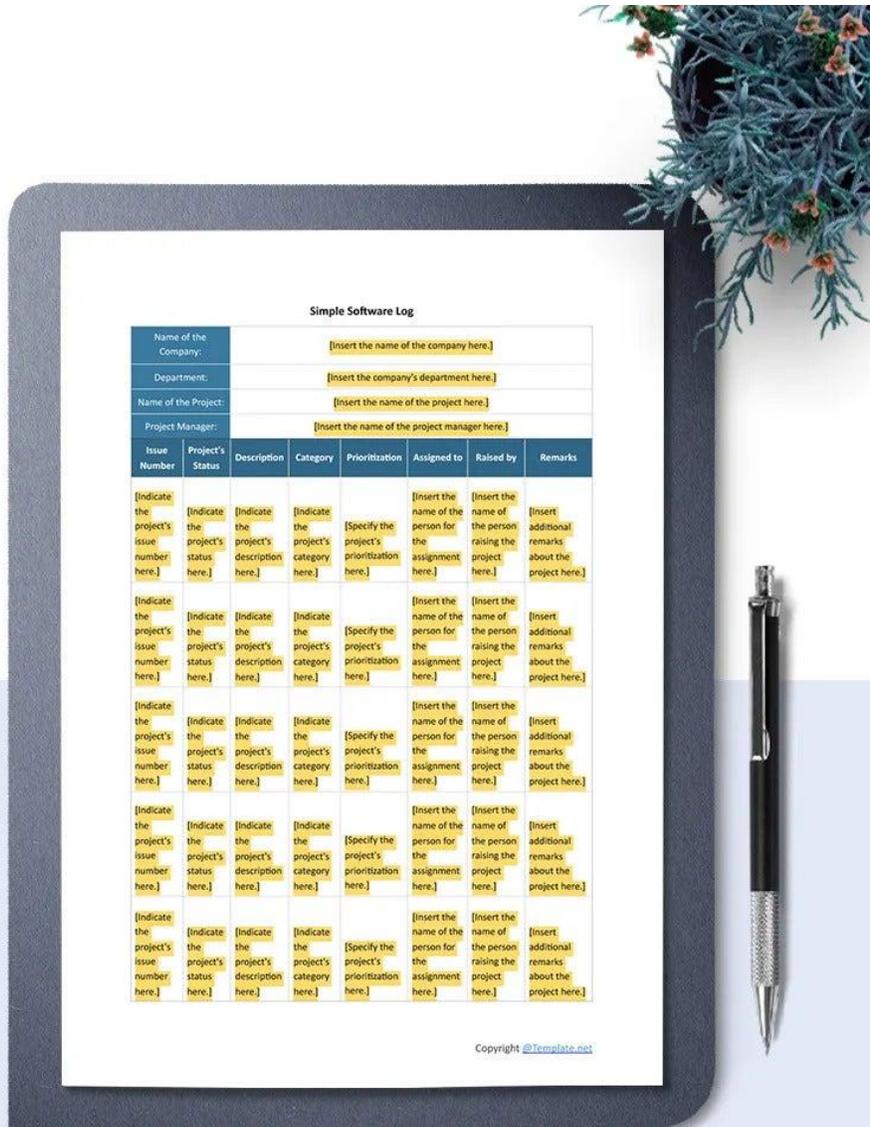
# University Log

University logs are records of university attendance, project activities, issues, and other events. It also contains workshop activities, performance feedback, training courses, and development plans. With this type of log, universities can improve engagement with tasks and provide assessment opportunities.



# IT and Software Log

An **IT and Software log** documents the changes to the stored data that enable a database to recover from crashes or errors. This also helps maintain the stored data consistently and supports security by requiring login details before accessing the data. General event logs and transaction logs are usually used in database systems.



# Work From Home Log

A [work from home log](#) tracks attendance, productivity progress, calls, or daily work activity while working from home. Managers and supervisors use this to record and report the accountabilities of their remote employees on duty. Employees can also use this log to track their own productivity and submit it to their managers for review.

**ROSSI**  
GROUP OF COMPANIES

## WORK FROM HOME LOG SHEET

Date Filled: **May 5, 2020** Employee No.: **R-20-434**  
Filled By: **JASON P. REYNOLD** Department: **MARKETING**  
Position: **DIGITAL MARKETING SPECIALIST**

DATE	TIME	DETAIL
May 4, 2020	9:00 AM TO 10:00 AM	Replied to customer and company emails
May 4, 2020	10:00 AM TO 12:00 PM	Prepared marketing plan for month
May 4, 2020	1:00 PM TO 3:00 PM	Written marketing campaigns for various advertisements in social media platforms
May 4, 2020	3:00 PM TO 5:00 PM	Prepare rate of investment report (ROI) from the last month's marketing campaigns
May 4, 2020	5:00 PM TO 6:00 PM	Replied to new customer inquiries in email and prepared a daily production report

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## **Log Uses, Purposes, and Importance**

Logs are official records that document activities and events or track patterns or operations. These records prove that an activity or action was taken during an event. Organizations also use logs to better track business information for future reference.

### **Records information in a logical manner**

Logs are documents that contain accurate information about an event, activity, or transaction. It can also track when a change was made in an operation. A log includes the date of each entry, schedules, daily notes, contacts, and references, as well as data collection, experimental procedures or methods, and more.

### **Provides accountability**

As logs are used to record important activities, they contain detailed information about the event. It includes the date, time, hour, and insights on the progress made on that day. Companies can refer to these logs for future reference by providing these details.

### **Helps in estimating time**

Organizations can take notes on how long a task can be completed. By recording them on a log, you can estimate how long it will take to accomplish your job to maximize your time. Logging your activities can help you enhance your time management for improved productivity.

### **Helps in reviewing your progress**

In businesses, logs can be used as a reminder of how your day went. Keeping logs can give insights from your recorded information, which would be otherwise forgotten. Business owners can review these logs to help them develop better ways to enhance their operations.

## **Ensures that employees are fully engaged**

As employees are directly involved in handling issues during operations, logs are used to gather information or suggestions from them. They can provide important information on how an issue can be resolved effectively. By doing so, employers can improve their overall operations while expressing the value of their employees.

## **What's in a Log? Parts?**

### **Title**

This part of the log includes the document's purpose, whether it is for attendance, overtime, vehicle, or more.

### **Dates**

This includes the month, day, and year when a project or activity occurred for accurate record keeping.

### **Time**

This part of the document must indicate if the event happened in the morning (A.M.) or in the afternoon (P.M.).

### **Name of Project or Activity**

Logs should include the specific name of the activity for easy accessibility of records.

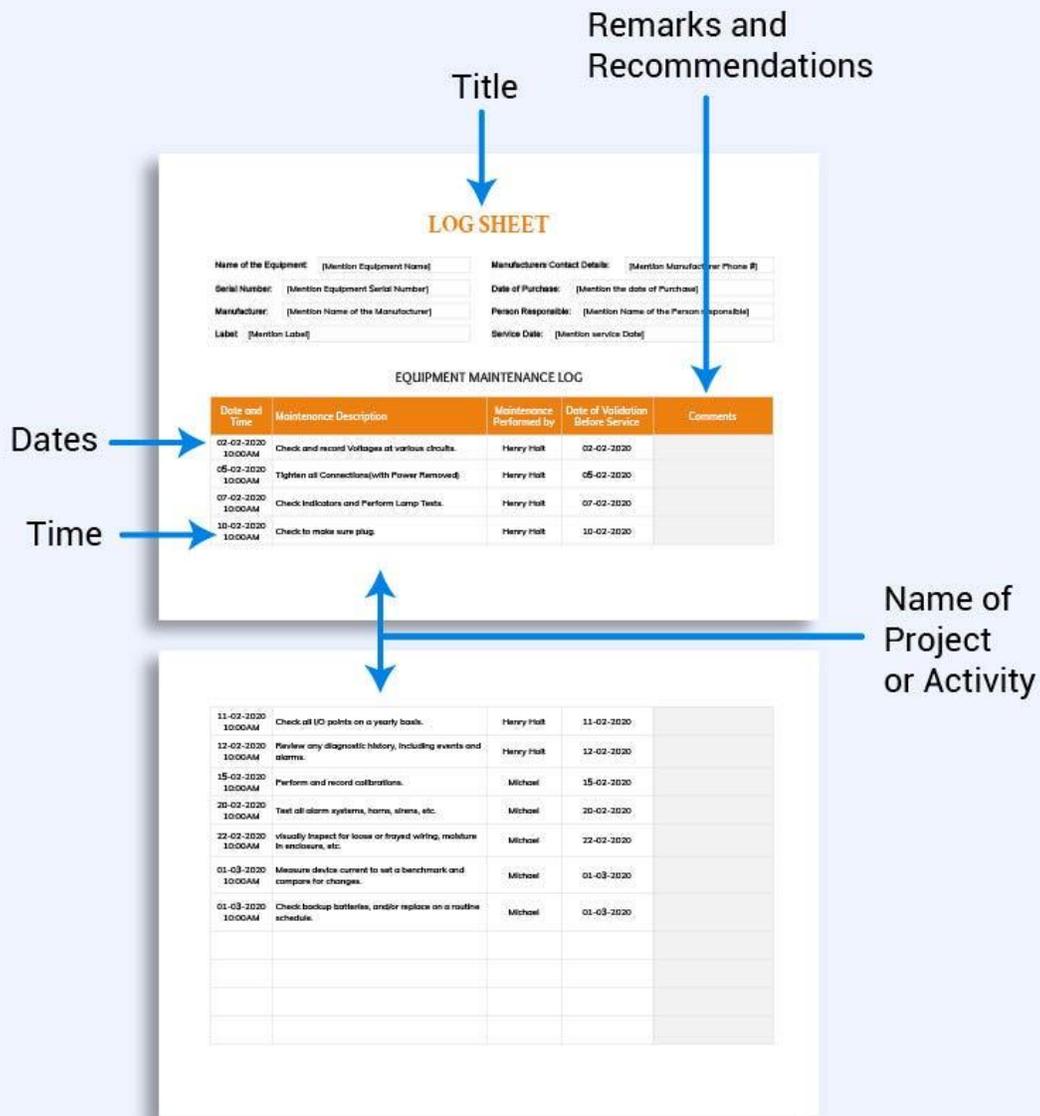
### **Number of Hours**

This part of the log should describe or indicate the length of time or duration when the activity or project happened, which can be used to provide information if an issue should need more or less time to be resolved.

## **Remarks and Recommendations**

Providing a space for remarks and recommendations on a log enables a business to gain insights into what happened on the day of an event, as well as the recommended rules to use to find ways to improve their operations.

# Log Anatomy



# How to Design a Log?

1. Choose a [Log Size](#).
2. Decide on the purpose of the log.
3. Select a [Log Template](#).
4. Modify the structure of the log template by adding or removing details.
5. Add your business logo if you have one.
6. Include additional information fields if you require any.
7. Finalize and download for printing.

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## Log vs. Log Sheet

A log is an entry that includes the history of events, such as the purpose, date, and insights that have happened on a day of an operation.

A log sheet is an official document page containing the records and graphs of specific activities businesses, or organizations use to track their projects or operations.

## What's the Difference Between Log, Report, and Data?

Logs contain information that documents certain events or activities, which are also used to monitor operations for security purposes. Users can access them through a Google website or by making a document on their computer.

Organizations use [reports](#) to identify and examine issues, events, or findings that happened in an event within an organization.

Data is information collected for reference or analysis, which can be a sign, number, word, measurement, observation, or description of things.

# Log Sizes

Making a log for documentation can be created on paper sizes such as the Statement, Letter Wide, and A4.

Types of Logs	Sizes(in)
Statement Size	5.5 × 8.5
Letter Wide	11 × 8.5
A4	8.27 × 11.69

## Log Ideas and Examples

A log sheet must be created following its purpose to gather the information that businesses can use as a reference for future use. Below are a few [log ideas](#) and examples you may refer to for guidance.

- Log Ideas and Examples
- Mileage Log Ideas and Examples
- Food Log Ideas and Examples
- Time Log Ideas and Examples
- Activity Log Ideas and Examples
- Call Log Ideas and Examples
- Work Log Ideas and Examples
- Daily Log Ideas and Examples

- Reading Log Ideas and Examples
- Workout Log Ideas and Examples
- Expense Log Ideas and Examples

## **FAQs**

### **What should be included in a log?**

A log contains details used to monitor activity or event like the expenses, time, duration of the event, visitors, and even the amount of food consumption, as well as the evaluation of the activity itself.

### **What is a daily log?**

A daily log is like a project diary for project managers that contains records of informal issues, required actions, or significant events that were not documented by other registers or logs.

### **What are logs in programming?**

Logs in programming function as automatic and time-stamped records of activities related to an activity that a software app can produce using an analytical formula.

### **What is log data structure?**

Log data structure is a fundamental factor used for write-intensive applications, as well in data streaming, microservice communication, database replication, event sourcing, and real-time processing.

## **Where are logs stored?**

Log files are stored on a Log Server which can be accessed by using a password in which a separate folder is created for every logged event each hour.

## **What is the purpose of a work log?**

A work log is an account that store and manages information about the time spent by a user on online or offline activities which can be registered automatically or manually by the user.

## **What are logs in business?**

Logs in business are data that an analytics program can convert into a piece of information that can help businesses make better decisions.

## **What is the importance of a daily activity log?**

Activity logs are custom tools that users can use to analyze how they use their time to help them track the progress of their productivity.

## **What does a log book have?**

A logbook usually contains the meeting you have attended, the completed tasks or projects, discussion with team members, programs or software used to complete the task, and the research conducted and its location.

## **What kind of data is in log files?**

A log file contains data such as IP address and hostname, country or region of origin, browser and operating system used, direct access by the user or reference from another site, and the type of search engine and search term entered.