



Getting Started as a Logbook Reviewer



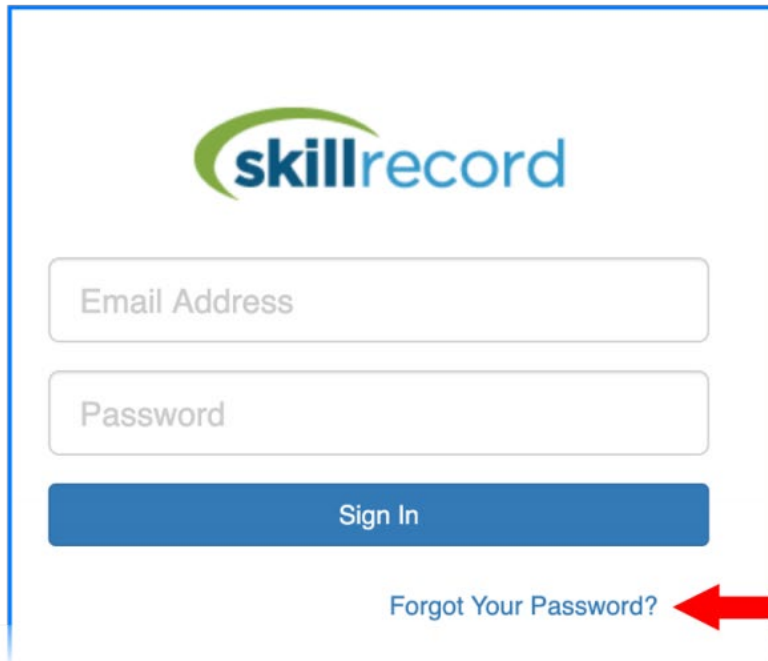
Get the App

The **SkillRecord Logbook app** is available for iPhone and Android devices via the App Store/ Google Play Store.

SkillRecord Logbook weblink: <https://app.skillrecord.com/>

Sign in

Launch the app and sign in with your email address and password.

The image shows a login form for SkillRecord. At the top is the SkillRecord logo, which consists of a green curved line above the word "skillrecord" in blue. Below the logo are two input fields: "Email Address" and "Password". Underneath these fields is a blue button labeled "Sign In". At the bottom of the form is a link that says "Forgot Your Password?". A red arrow points from the right towards this link.

Don't know the password for your SkillRecord account?

Tap here to reset it.

Frequently Asked Questions

What is a logbook?

A logbook records information about work performed by a specific person. Each logbook entry includes information such as the project being worked on, equipment used and the tasks performed. Some entries may include photos.

What does a logbook reviewer do?

Work experience documented in a logbook can inform decisions around training, certification, hiring, work assignments and many other activities. As such, it is important that the information recorded in a logbook is reasonably accurate.

Reviewers help to ensure logbook accuracy by reviewing entries on a regular basis and endorsing them. Once endorsed, logbook entries can no longer be modified.

How often should I review?

Logbooks can be reviewed daily, weekly, monthly... it's really up to you and your organization to choose an appropriate review schedule. That being said, frequent reviews are generally easier as memories fade over

time. Frequent reviews also encourage users to update logbooks in a timely way.

How long does it take to do a review?

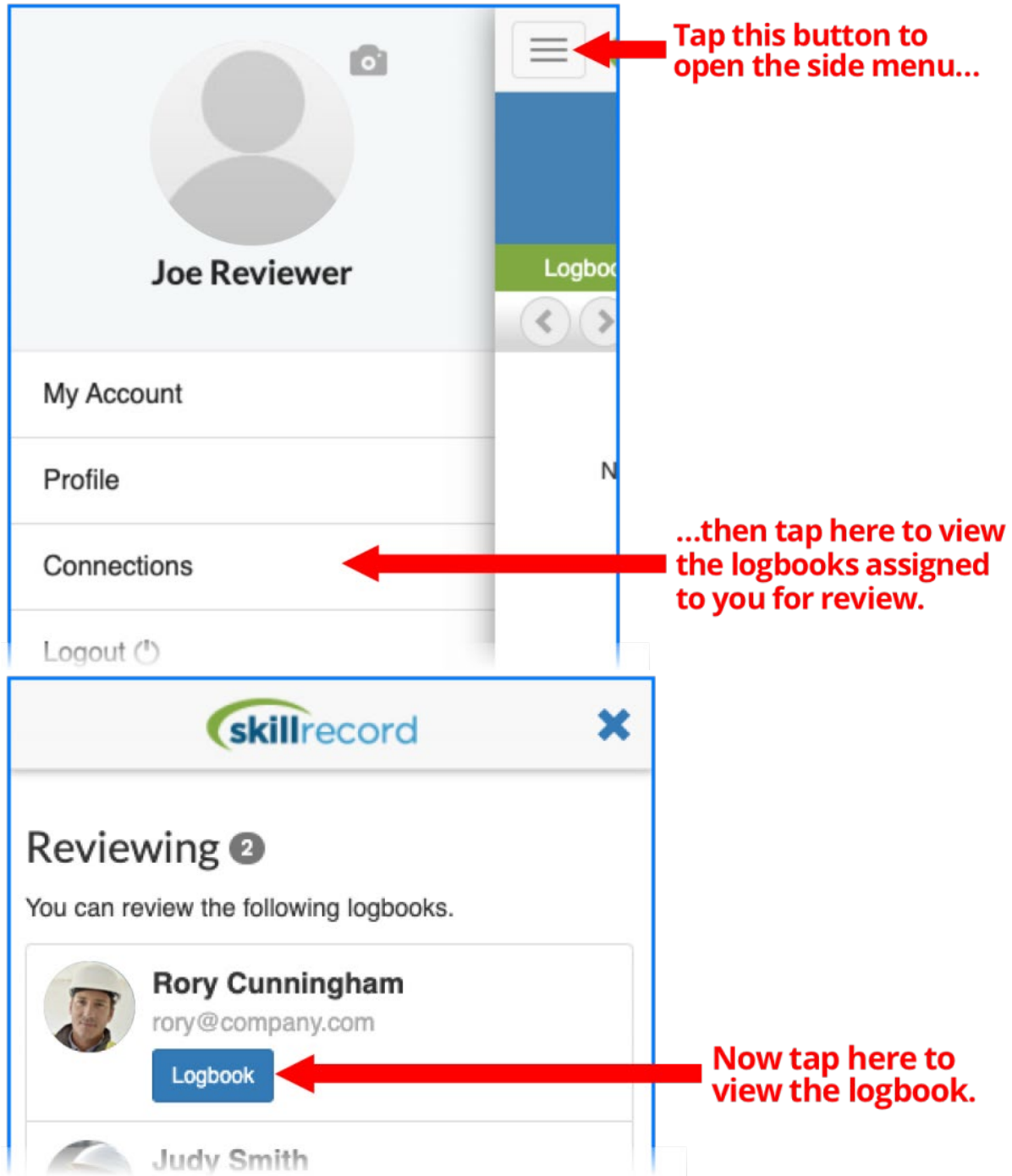
A review can be done in as little as a minute or two. If you are not reviewing frequently there will be more entries to consider and it will take longer.

How accurate does a review need to be?

Again, this is really up to you, your organization and how the logbook data is ultimately being used. In many cases, a quick review is fine – as long as nothing is obviously “wrong”, go ahead and endorse. However, if you are reviewing work with inherent safety considerations (e.g. heavy equipment, high voltages, etc...) a more detailed review may be appropriate and necessary.

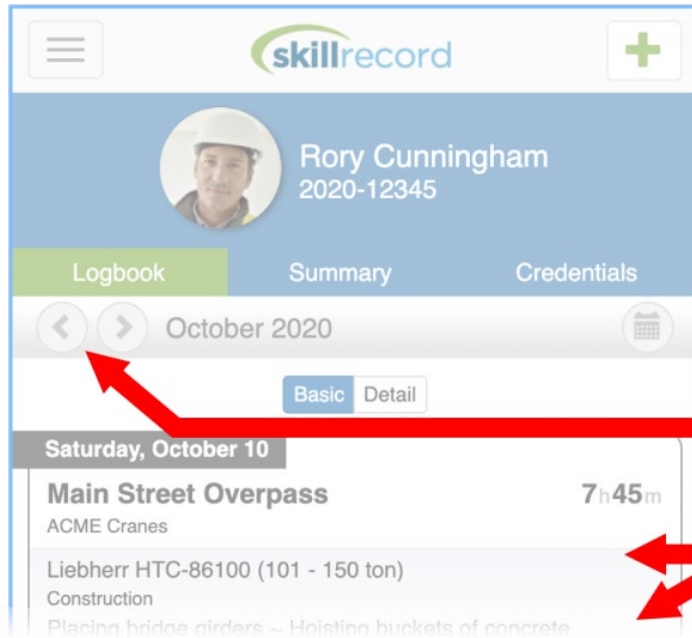
Selecting a logbook

After you sign in, open the sidebar menu and tap “Connections” to see the logbooks that have been assigned to you. Tap a “Logbook” button to view the corresponding logbook.



Reviewing logbook entries

The app displays one month of logbook entries at a time. Use the arrows beside the date to navigate to different months.



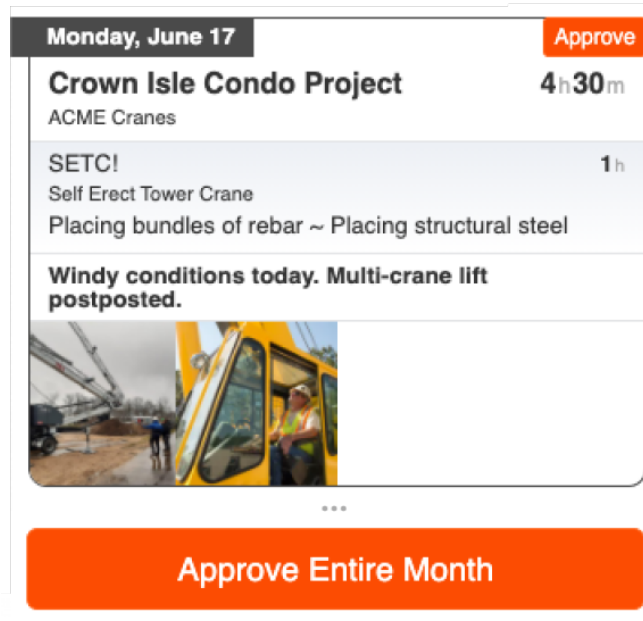
Navigate logbook by month

Logbook entries

Endorsing logbook entries


Tapping the “Approve” button at the top of a logbook entry to approve it. Endorsed entries appear with a green check mark and can no longer be modified.

You can endorse several entries at once by scrolling to the bottom of the list of entries and tapping the “Approve Entire Month” button.



Endorse a single logbook entry...

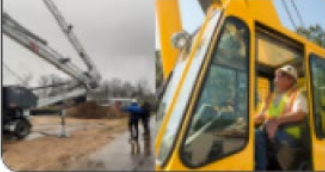
...or endorse an entire month of entries.

Monday, June 17 

Crown Isle Condo Project 4h30m
ACME Cranes

SETC! 1h
Self Erect Tower Crane
Placing bundles of rebar ~ Placing structural steel

Windy conditions today. Multi-crane lift postposted.



Endorsed entries have a green checkmark

That's enough information to get you started. Happy reviewing!

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