

Excel Templates Guides, Description, Download and installation.

Basic Daily Log Register

Daily Log

Daily Log Register											
	Project Name:	<add detail="" here=""></add>]			Project Code	< Add Detail Here>			
	Client Name:	<add detail="" here=""></add>					Project Manger	<add detail="" here=""></add>			
Client Contact: <add detail="" here=""></add>				1			Tech Lead	<add detail="" here=""></add>			
ID	Date Raised	Phase	Description	Raised By	Impact	Date Required	Notes	Status	Date Closed		
DL01	1/01/2021	Design	Requirements not fully defined	Solutions Consultant	Medium	15/01/2021	12/01/21 - Email exchange with customer, decision to re do requirements workshop at customer expense	Closed	13/01/2021		
DL02	1/01/2021	Initiate	New tech lead assigned to project	Project Manager	Low	1/01/2021	01/01/21 - New tech lead onboarded as original resource has gone on holiday	Open			
DL03											
DL04											
DL05											
DL06											
DL07											
DL08											
DL09											
DL10											
DL11 DL12											
DI 13											
DI 14											
DI 15											
DL16											
DL17											
DL18											
DL19											
DL20											
DL21											
DL22											
DL23											
DL24											
DL25											

Description

A Daily Log is used to record informal issues, required actions or significant events not caught by other registers or logs. It acts as the project diary for the Project Manager.

How to Use

ID

This is the number or ID of the Daily Log entry. You can reference this number in your status reports, if you are reporting on these or in emails to alert the resources that there may be an entry in the Daily Log they need to action.

Date Raised

This is the date the entry was made into the Daily Log

Phase

This is the phase of the project in which the entry was made into the Daily Log.

Description

Here you add the description of the item entered into the Daily Log.

Raised By

This is the name of the person who brought this to your attention to be logged into the Daily Log.

Impact

Here you enter the impact this will have on the project. High Medium or Low

Date Required

Here you enter the date the Daily Log entry needs to be closed or updated

Notes

Here you enter the notes in relation to the Daily Log entry, how it is progressing, if you are blocked or waiting on a dependency to be completed.

Status

Here you enter the Status, either still Opened or Closed

Date Closed

Here you enter the date the Daily Log entry was closed.

How to install the Excel .xlam file (Add-in)

- 1. Save Add-in to Computer
 - a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that's easy to find (E.g., My Documents\PMOdocs\xlam files)
- 2. Unblock the File

d.

- a. After saving the file, locate the file in the Windows Explorer.
- b. Right-click the file and select Properties.
- c. Make sure the Unblock box is checked near the bottom of General Tab.

eneral Secu	rity Details Previous Versions							
X	Auto Macro_Basic	_						
Type of file:	Microsoft Excel Add-In (xlam)							
Opens with:	Excel Change							
Location:	C:\Users\StevePC2\Downloads							
Size:	471 KB (482,960 bytes)							
Size on disk:	472 KB (483,328 bytes)							
Created:	Wednesday, April 11, 2018, 8:29:28 AM							
Modified:	Wednesday, April 11, 2018, 11:18:10 PM							
Accessed:	Wednesday, April 11, 2018, 11:18:09 PM							
Attributes:	Read-only Hidden Advance	ed						
Security:	This file came from another computer and might be blocked to help protect this computer.	k						

3. This step in optional as the issue has been resolved in recent updates.

- a. Trust the File Location
- b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location in order for the add-in to work.
- c. Go to File > Options > Trust Centre > Trust Centre Settings... > Trusted
 Locations > Add New Location



e. Trust Center > Trust Center Settings

Excel Options		7	×
General Formulas	Help keep your documents safe and your computer secure and healthy.		
Data	Security & more		
Proofing	Visit Office.com to learn more about protecting your privacy and security.		
Save	Microsoft Trustworthy Computing		
Language	Microsoft Excel Trust Center		
Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Trust Center Setti	ngs
Customice Ribbon			
Quick Access Toolbar			
Add-ins			
Trust Center			
		OK	ancel

g. Trusted Locations > Add New Location

	Trusted Locations								
Trusted Locations	Warning: All these locations are treated as trust	ted sources for opening files. If you chan	oe or add a location.						
Trusted Documents	sure that the new location is secure.								
Trusted Add-in Catalogs	Path	Description	Date Modif						
	User Locations								
Add-ins	Cr\Files\Microsoft Office\Root\Templates\	Excel default location: Application Ten	nplates						
ActiveX Settings	C:\ata\Roaming\Microsoft\Excel\XLSTART\	Excel default location: User StartUp							
Marca California	Cit_actosoft Office(voot(Office)o/ALSTART(Excel default location: Excel startOp Excel default location: User Templater							
mecro aeunigs	C/icrosoft Office\Root\Office16\STARTUP\	Excel default location: Office StartUp							
Protected View	C/\Microsoft Office\Root\Office16\Library\								
Message Bar									
	Policy Locations								
External Content									
File Block Settings									
File Block Settings									
File Block Settings Privacy Options									
File Block Settings Privacy Options	Bathe C//Program Files/Microsoft	Office\Root\Templates\							
File Block Settings Privacy Options	Daths C/Program Files/Microsoft Description: Excel default location: Appl	: Office\Root\Templates\ ication Templates							
File Block Settings Privacy Options	Exthe C\/Program Files\/Microsoft Description: Excel default location: Appl	Office/Root/Templates/ ication Templates							
File Block Settings Privacy Options	Eathe C\/Program Files\/Microsoft Description: Excel default location: Appl Date Modified: Solo Endefault	Office/Root\Templates\ ication Templates							
File Block Settings Privacy Options	Date: C/l/Program Files/Microsoft Benziption: Excel default location: Appl Date Modified: Sub Folders: Sub Folders: Allowed	Office(Root)Templates) Scation Templates	Barran Mari						
File Block Settings Privacy Options	Baths Cl/Program Files/Microsoft Bescription: Excel default location App Date Modified: Sub Folders: Allowed	Office\Root\Templates\ Ication Templates Add new location	Bernove Moo						
File Block Settings Privacy Options	Baths Ci/Program Files/Microsoft Bescription: Excel default location App Date Modified: Sub Folders: Allog: Traded Locations on my network (nr	Office/Root/Templates/ iccelian Templates Add new location	Bernove Moo						

- i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)
- 4. Make Sure the Developer Tab is Visible



- a. If you don't see the Developer tab then follow these instructions: Add Developer Ribbon.
- 6. Click File as shown below



8. Click Options

f.



9.

10. In the left-hand pane, click Customise Ribbon.



- 11.
- 12. Click the developer check box and click ok at the bottom.
- 13. Once you have the Developer Tab appearing on the ribbon
- 14. Browse to File.
 - Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)
 - b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.



- 16. Make sure the add-in has a check mark next to it and click OK.
- 17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.

:0 [: ○ □ 田 ◇ 圏 例 AutoSave ● ☞ り ~ ♡ ~ 田 陰 マ Book1 - Excel 🔎 Search (Alt+Q)																	
File	Home	PMO	Odocs Bas	ic Inser	t Draw	Page L	ayout	Formulas	Data	Review	View	Develope	r Help	Power	Pivot T	Team		
Daily Logs	Then click on the icon to open your new template. Remember to save to new location so as not to lose your data																	
A1	A1 \checkmark \downarrow \times \checkmark f_x																	
	A	В	с	D	E	F	G	н	I.	J	к	L	м	N	0	Р	Q	R
1	1																	