NodeOne

How to Use the Deviance Logger: New Log Entry

18 steps | 6 parts | 10 November 2026

Watch Episode 2 on YouTube

This guide follows Episode 2 – Deviance Logger: New Log Entry from NodeOne Group. It explains how to log a new deviance incident in the mobile application, including setting the priority, category, severity, type, and impact; entering a description; selecting a resolution date; and attaching supporting evidence.

The final sections demonstrate how to review a saved entry and add follow-up notes. All screens featured in this guide are taken from the mobile application.

Parts	Steps	Helpful Tips	Need to Know
6	18	4	2

Things You'll Need

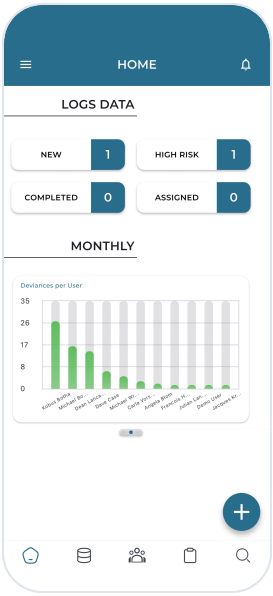
- Your NodeOne login credentials for the mobile application.
- The priority, category, severity, type, and impact classifications used by your organisation.
- A clear description of the incident, including what happened and the surrounding circumstances.
- The date by which the deviance must be resolved.
- A supporting photograph or document, if available.

PART 1: OPEN THE NEW LOG FORM

1

Tap the Plus Button on the Home Screen

Open the Deviance Logger Mobile application and navigate to the home screen. The Logs Data totals are displayed at the top of the screen. Tap the blue plus (+) button in the bottom-right corner to create a new deviance log.

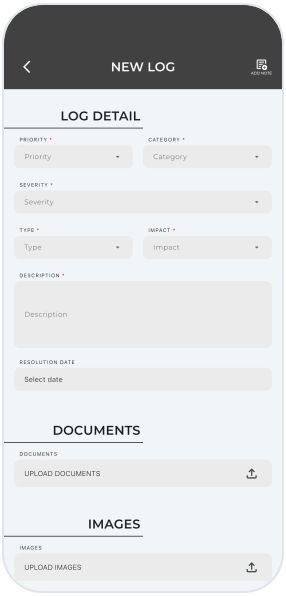


In the demonstration, the home screen displays New 1, High Risk 1, Completed 0, and Assigned 0.

2

Open the New Log Form

The New Log form opens in the Log Detail section. Complete the form in the following order: priority, category, severity, type, and impact, followed by the description, resolution date, supporting documents, and images. Fields marked with a red asterisk (*) are mandatory and must be completed before saving the entry.



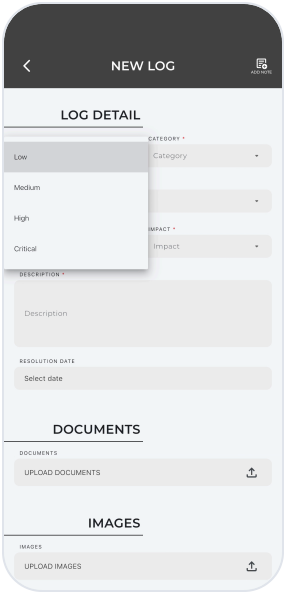
In the demonstration, all fields are initially empty, and the form is ready to be completed.

PART 2: CLASSIFY THE DEVIANCE

3

Select the Priority Level

Tap Priority and select the appropriate level from the available options: Low, Medium, High, or Critical. The priority level indicates how urgently the deviance needs to be addressed.

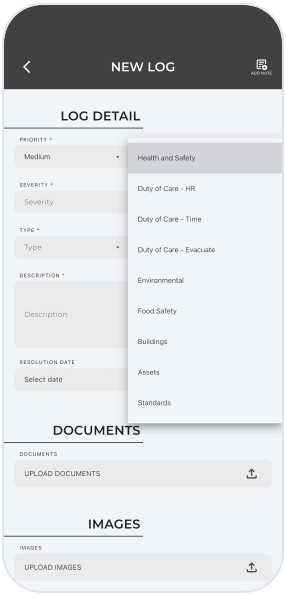


In the demonstration, the available options are Low, Medium, High, and Critical, with Medium selected.

4

Select the Log Category

Tap Category and select the option that best describes the category of the incident or observation being recorded.

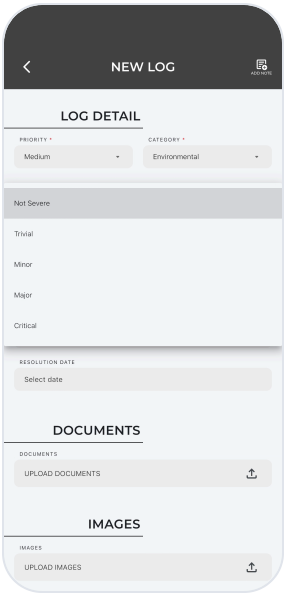


In the demonstration, Environmental is selected from the category list.

5

Select the Severity Level

Tap Severity and select the level that best reflects the seriousness of the deviance. The available severity levels range from Not Severe to Critical.

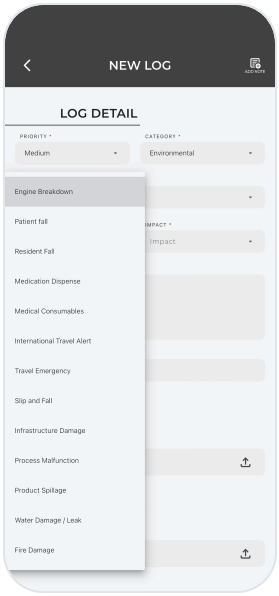


In the demonstration, the severity options range from Not Severe to Critical, with Minor selected.

6

Select the Deviance Type

Tap Type and select the option that best describes the specific nature of the deviance. The available options are based on the deviance types configured by your organisation.

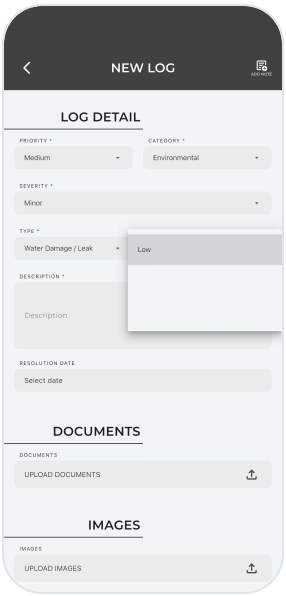


In the demonstration, Water Damage / Leak is selected.

7

Select the Impact Level

Tap Impact and select the level that best reflects the extent to which the deviance affects operations, people, or outcomes.



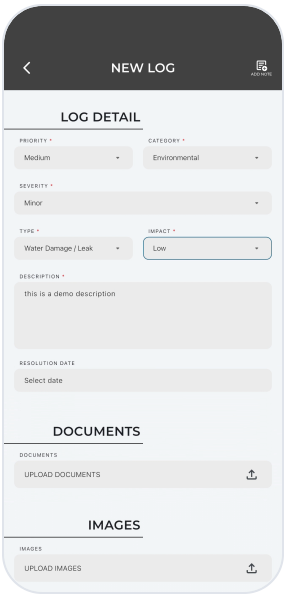
In the demonstration, Low is selected from the impact list.

PART 3: DESCRIBE THE DEVIANCE

8

Enter the Description

Tap Description and enter a clear and detailed account of the deviance. Include relevant background information, what was observed, and the circumstances surrounding the incident. Ensure that the description provides sufficient information for someone who was not present to understand what happened.

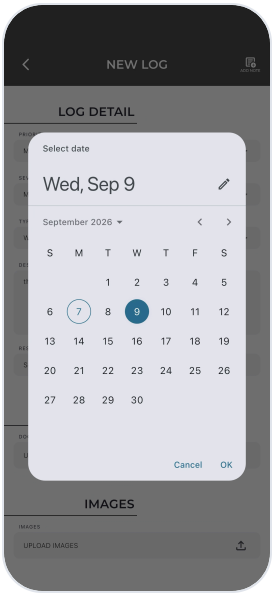


In the demonstration, the description reads "this is a demo description".

9

Set the Resolution Date

Tap Resolution Date to open the calendar. Select the date by which the deviance is expected to be resolved. This date serves as the target deadline for resolving the logged incident.



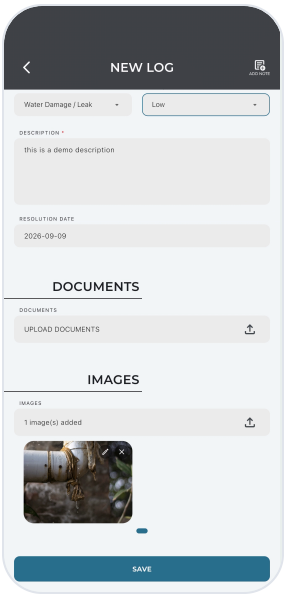
In the demonstration, Wednesday, 9 September 2026, is selected, and the field displays 2026-09-09.

PART 4: ATTACH EVIDENCE AND SAVE

10

Attach an Image

Tap Upload Images to attach a photograph to the deviance log. You can select an existing image from your device's gallery or grant camera access to capture a new photograph. Visual evidence supports the recorded information and assists with the review process.

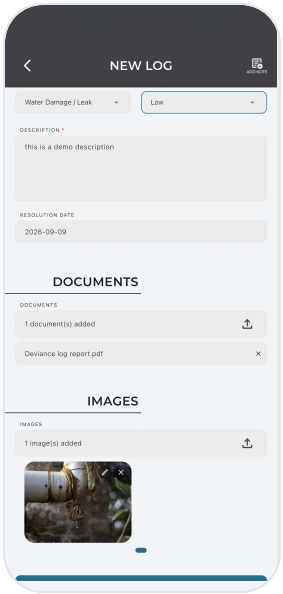


In the demonstration, one image is successfully attached and displayed under Images.

11

Attach a Document (Optional)

Tap Upload Documents to attach a supporting file from your device. This could include a report or any other relevant document that provides additional information about the deviance. Attaching documents is optional.

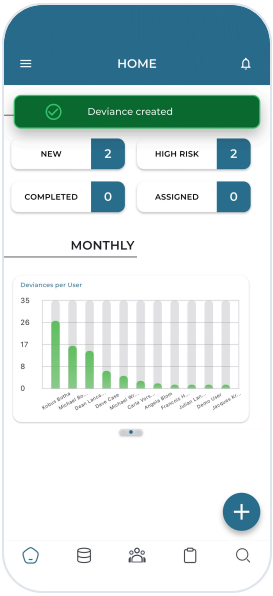


In the demonstration, a document named Deviance_log_report.pdf is successfully attached and displayed under Documents.

12

Save the Deviance Log

Once all mandatory fields have been completed and any supporting documents or images have been attached, tap SAVE. The application displays a "Saving deviance details" message while processing the entry. Once the entry has been saved successfully, the application returns to the home screen.



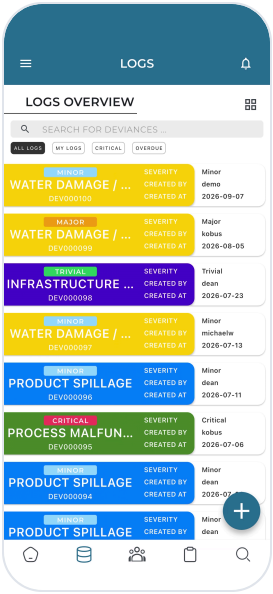
In the demonstration, a confirmation banner displays "Deviance created", and the home screen updates to show New 2 and High Risk 2.

PART 5: REVIEW THE SAVED ENTRY

13

Open Logs from the Bottom Navigation Menu

Tap Logs in the bottom navigation menu to access the Logs Overview screen. Locate the newly created deviance entry in the list of recorded incidents.

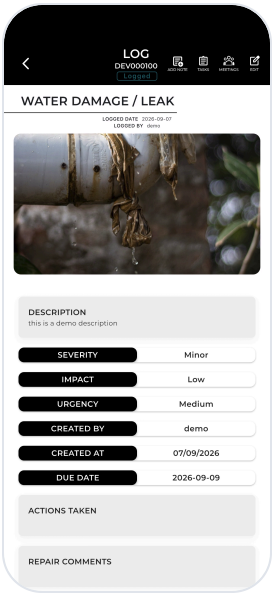


In the demonstration, the Water Damage / Leak entry, identified as DEV000100, appears in the list.

14

Open the New Log Entry

Tap the newly created entry to open its detailed view. The screen displays the attached photograph, description, and other information recorded when the deviance was logged.

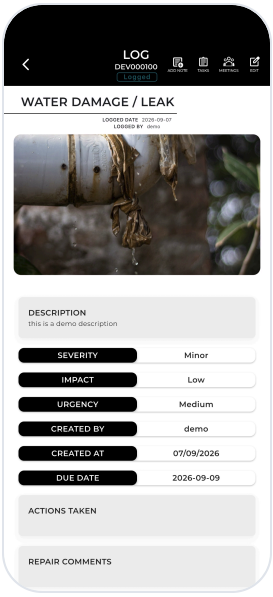


In the demonstration, the entry opens with the title WATER DAMAGE / LEAK and the reference number DEV000100.

15

Review the Log Details

Scroll down to review the recorded information, including the status, classification, description, and any attached supporting media. The severity, impact, urgency, creator, creation date, and due date are displayed below the photograph. Review these details to ensure that the information has been recorded correctly.



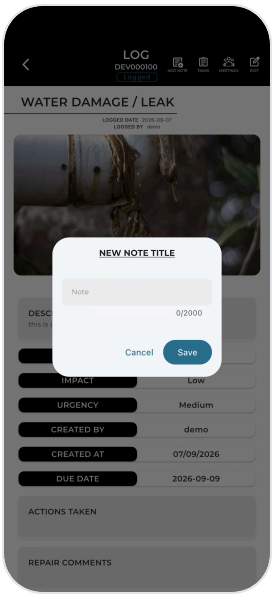
In the demonstration, Severity is Minor, Impact is Low, Urgency is Medium, and the due date is 2026-09-09.

PART 6: ADD A NOTE

16

Tap Add Note

In the top bar of the deviance log, tap ADD NOTE. A note entry field opens, allowing you to record additional information relating to the logged incident. Notes can be used to document follow-up observations, actions taken, or communications received.

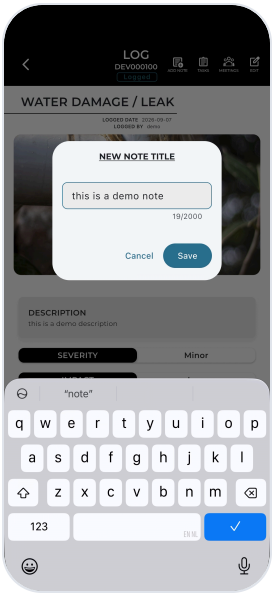


In the demonstration, the NEW NOTE TITLE field opens over the deviance log.

17

Enter the Note

Tap the New Note Title field and enter the relevant information. Include any updates that may assist with resolving the deviance, such as actions taken, additional observations, or feedback received from team members.

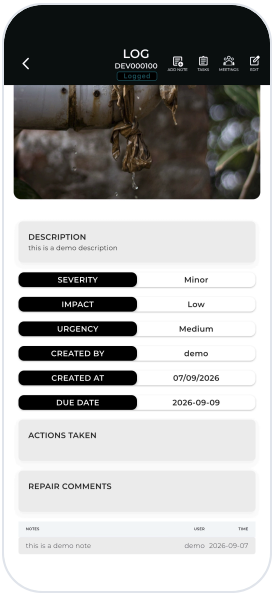


In the demonstration, the note reads "this is a demo note".

18

Save the Note

Tap Save to attach the note to the deviance log. Once saved, the note appears in the Notes section, along with the name of the user who created it and the date it was recorded. This allows authorised users to review the latest updates and track progress relating to the deviance.



In the demonstration, the Notes section displays "this is a demo note", created by demo and dated 2026-09-07.

Helpful Tips

- Follow the form sequence: Complete the priority, category, severity, type, and impact fields before entering the description and additional details.
- Provide a clear description: Write a detailed account that allows someone who was not present to understand the incident. Include relevant background information, observations, and circumstances.
- Attach supporting evidence: Whenever possible, include photographs or documents that support the recorded information. Visual evidence can assist with understanding and reviewing the incident.
- Keep the log updated: Use the Add Note function to record follow-up observations, actions taken, and communications received after the initial entry has been saved.

Need to Know

- Mandatory fields: All fields marked with a red asterisk (*) must be completed before the deviance log can be saved.
- Supporting evidence: Images and documents can provide valuable additional context when reviewing logged deviance incidents.
- Follow-up notes: Notes remain attached to the deviance log and can be viewed by authorised users. Use this function to maintain an accurate record of developments and actions taken after the initial entry was created.