How to Use the Deviance Logger: New Task Entry

18 steps | 2 parts | 10 November 2026

Watch Episode 3 on YouTube

This guide follows Episode 3 – Deviance Logger: New Task Entry from NodeOne Group. It explains how to create a new task using the mobile application, including entering a task title, setting a due date and time, selecting the task type and dependency, entering client details, and linking the task to a related deviance record.

The final section demonstrates how to edit an existing deviance log. All screens featured in this guide are taken from the mobile application.

Things You'll Need

- Your NodeOne login credentials for the mobile application.
- A clear task title, due date, and due time.
- The task type and dependency classifications used by your organisation.
- The client's name and surname.
- The deviance record to which the task relates.

PART 1: CREATE A NEW TASK

1

Open Tasks from the Bottom Navigation Menu

Open the Deviance Logger Mobile application and tap Tasks in the bottom navigation menu. The Task List screen opens with All Tasks selected. Additional tabs allow you to view tasks scheduled for Today, This Week, and Later.

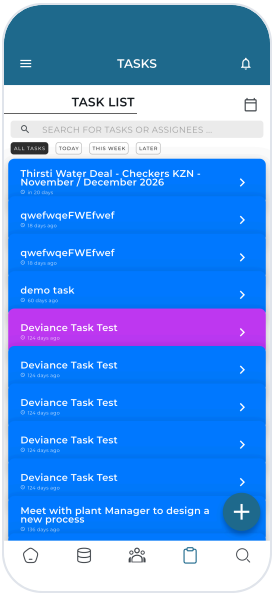


In the demonstration, the home screen displays Logs Data totals of New 7, High Risk 7, Completed 0, and Assigned 0.

2

Tap the Plus Button

On the Task List screen, tap the blue plus (+) button in the bottom-right corner to create a new task. This opens the New Task form, where you can enter the relevant task information.

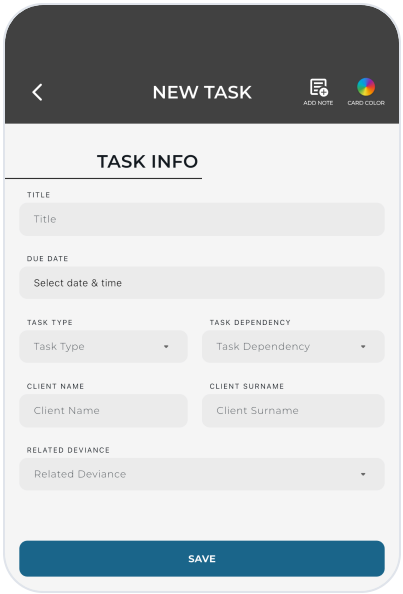


In the demonstration, the Task List displays Thirsti Water Deal, several Deviance Task Test entries, and Meet with plant Manager to design a new process.

3

Open the New Task Form

The New Task form opens in the Task Info section. This form allows you to enter a task title, due date and time, task type, task dependency, client details, and the related deviance record. The SAVE button is located at the bottom of the form.

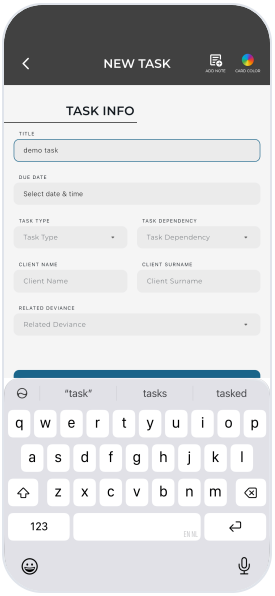


In the demonstration, all fields are initially empty, and the SAVE button is the only available action on the form.

4

Enter a Clear Task Title

Tap Title and enter a short, descriptive name for the task. Ensure that the title clearly describes the action that needs to be completed so that the assigned person can understand the task without having to open its details.

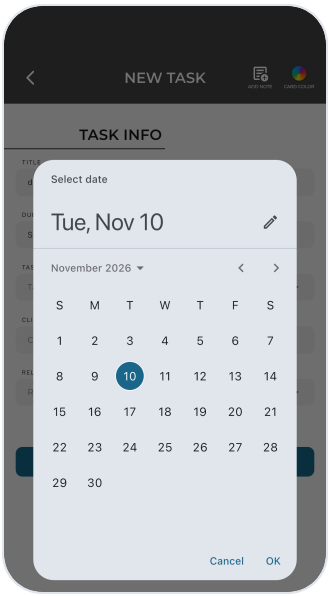


In the demonstration, the task title is entered as “demo task”.

5

Set the Due Date

Tap Due Date to open the date picker. Select the date by which the task must be completed, then tap OK to confirm your selection.

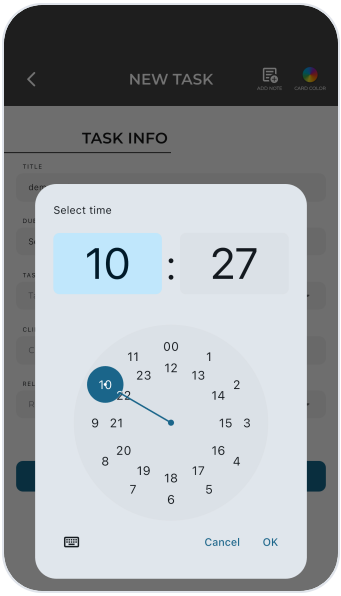


In the demonstration, Tuesday, 10 November 2026, is selected as the task’s due date.

6

Set the Due Time

Use the time picker to select the required hour and minute, then tap OK to confirm. The selected date and time are stored together in the Due Date field, providing a single deadline for completing the task.

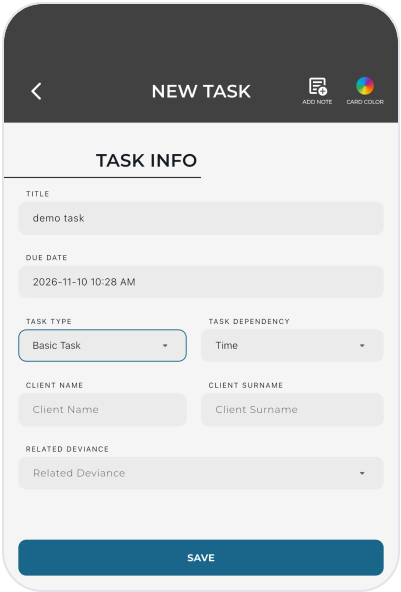


In the demonstration, the time picker displays 10:27, while the Due Date field subsequently displays 2026-11-10 10:28 AM.

7

Select the Task Type

Tap Task Type and select the classification that best describes the task. The available options are based on the task types configured by your organisation.

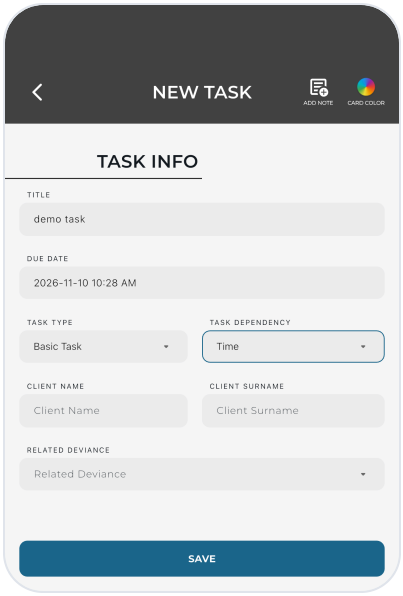


In the demonstration, Task Type is set to Basic Task.

8

Set the Task Dependency

Tap Task Dependency and select the dependency that applies to the task. This field identifies any requirements or conditions that may affect when the task can be carried out, such as Money or Time.

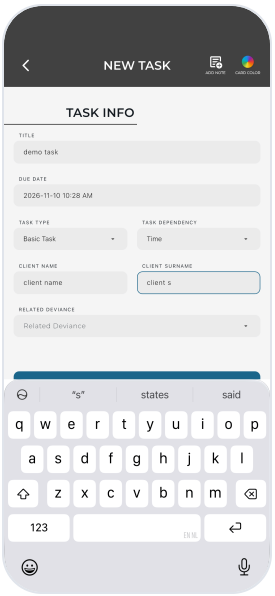


In the demonstration, Task Dependency is set to Time.

9

Enter the Client Details

Tap Client Name and Client Surname to enter the relevant client's details. Providing accurate client information helps ensure that the task is associated with the correct person or stakeholder.

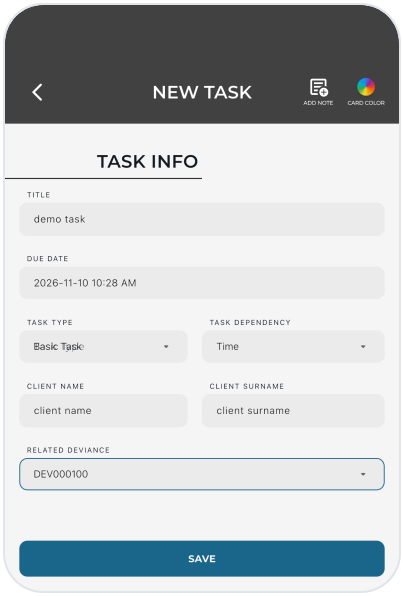


In the demonstration, Client Name displays "client name", while the Client Surname field is being completed.

10

Link the Related Deviance

Tap Related Deviance and select the deviance record associated with the task. Linking the task to an existing deviance record connects the required corrective action to the original incident, helping maintain a clear and traceable audit trail.

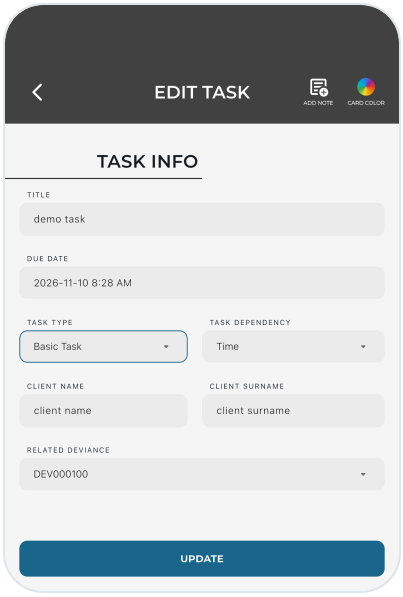


In the demonstration, Related Deviance is set to DEV000100.

11

Review the Task Information

Before saving, review all the information entered in the Task Info section. Check the task title, due date and time, task type, task dependency, client details, and related deviance record to ensure that everything is accurate. These details can also be accessed through the Task Info form if changes are required later.

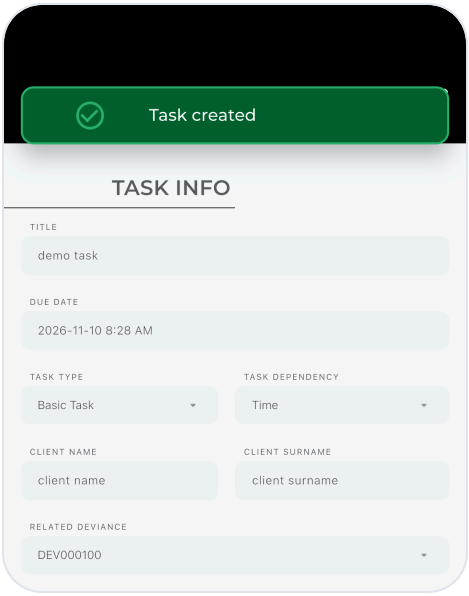


In the demonstration, all relevant fields have been completed and are ready for submission.

12

Save the New Task

Once all required information has been entered and verified, tap SAVE. The button temporarily changes to SAVING... while the application processes the task. Once the task has been saved successfully, a green confirmation banner appears.



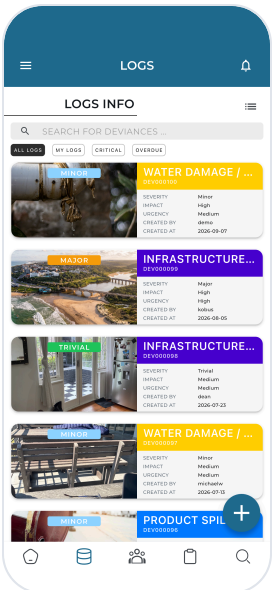
In the demonstration, a green confirmation banner displays "Task created".

PART 2: EDIT AN EXISTING DEVIANCE LOG

13

Open Logs

To edit a previously recorded deviance, tap Logs in the bottom navigation menu. The Logs Info screen displays a list of deviance entries, including information such as severity, employee, impact, urgency, creator, and creation date. Locate the deviance record you wish to update.

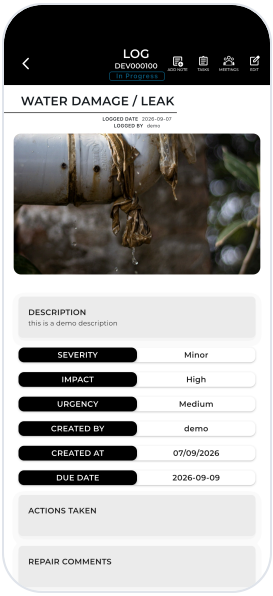


In the demonstration, the Water Damage entry appears at the top of the All Logs list.

14

Open the Log Entry

Tap the relevant deviance entry to open its detailed view. The Log screen displays the attached photograph, description, and recorded information, including severity, impact, urgency, creator, creation date, and due date.

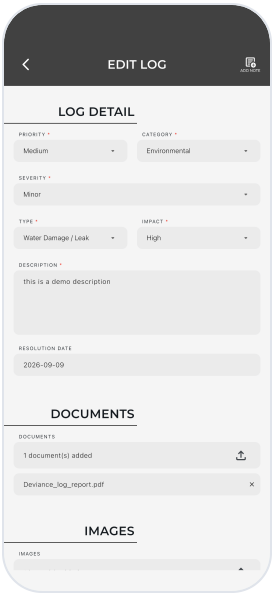


In the demonstration, the entry opens with the title WATER DAMAGE / LEAK, reference number DEV000100, and shows demo as the user who created it.

15

Tap Edit

Tap the Edit icon in the top-right corner of the screen. The application opens the Edit Log screen, allowing you to modify the existing information. Editable fields include priority, category, severity, type, impact, and description.

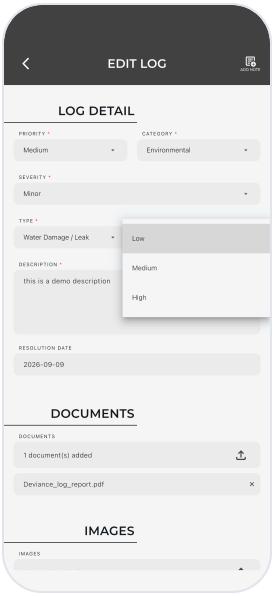


In the demonstration, the EDIT LOG heading appears above the Log Detail fields.

16

Change the Impact Level

Tap Impact and select the appropriate level from the available options. Update this field when the impact of the deviance has changed since it was initially recorded. Supporting documents, images, and notes can be accessed further down the form.

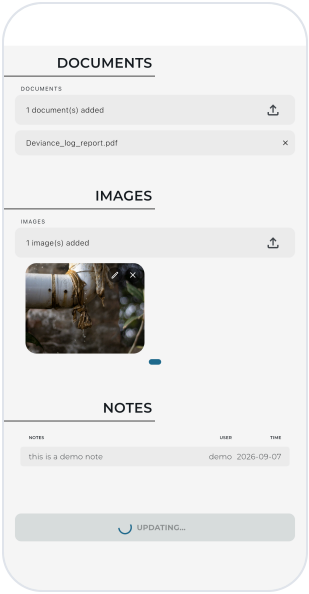


In the demonstration, Impact displays High, and the available options are Low, Medium, and High.

17

Update the Deviance Log

Once the necessary changes have been made, scroll to the bottom of the form and tap UPDATE. The button temporarily changes to UPDATING... while the application processes and saves the changes to the existing record.

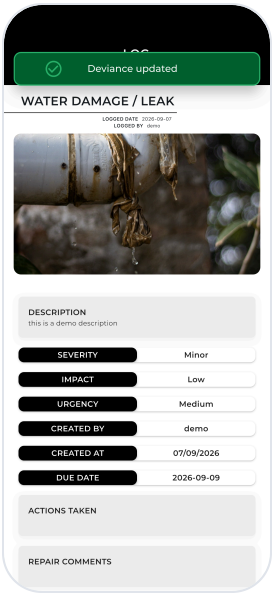


In the demonstration, UPDATING... appears below the Notes section while the update is being processed.

18

Verify the Updated Log

After the changes have been saved, the deviance log reopens in view mode, displaying the updated information. Review the modified field to ensure that the correct value has been saved. Also verify that all other information remains accurate and unchanged.



In the demonstration, the saved log displays Impact as Low.

Helpful Tips

- Set the due date and time together: Both values are saved in a single field, providing a clear deadline for completing the task.
- Use descriptive task titles: Write titles that clearly communicate the required action. For example, “Replace damaged pipe in Unit 4” allows the assigned person to understand the task without opening its details.
- Link tasks to the relevant deviance: Selecting the related deviance record helps maintain traceability between the task and the original incident, which is particularly useful during audits and reviews.
- Update existing records when necessary: If information relating to a previously recorded deviance changes, open Logs, select the relevant entry, tap the Edit icon, modify the required fields, and tap UPDATE.

Need to Know

- Mandatory information: All required fields must be completed before a new task can be saved successfully. If the task remains on the form after attempting to save, check for missing information or a possible submission error.
- Confirmation messages: A successfully created task displays a confirmation banner. Always check that the application has confirmed the task was saved.
- Editing existing records: Updating a deviance log modifies the stored information rather than creating a separate draft. Carefully review all changes before tapping UPDATE to ensure that the existing record remains accurate.