

T-Log is a quick and easy way for you to do your daily documentation, shift notes or communication logs that you may be doing it on paper or in your daily activities notebook. Using T-logs, you can do similar work in a way that is more secure, quick and efficient.

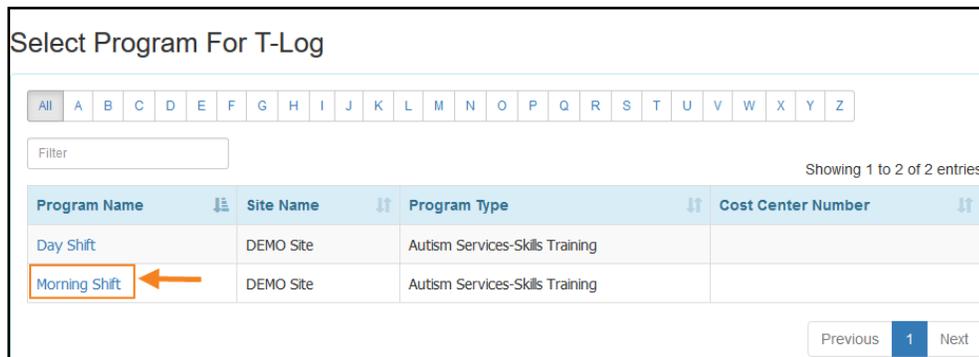
Users assigned with **T-Log Entry** role will be able to create T-Log.

In order to create a T-Log with an individual, please follow the steps mentioned below:

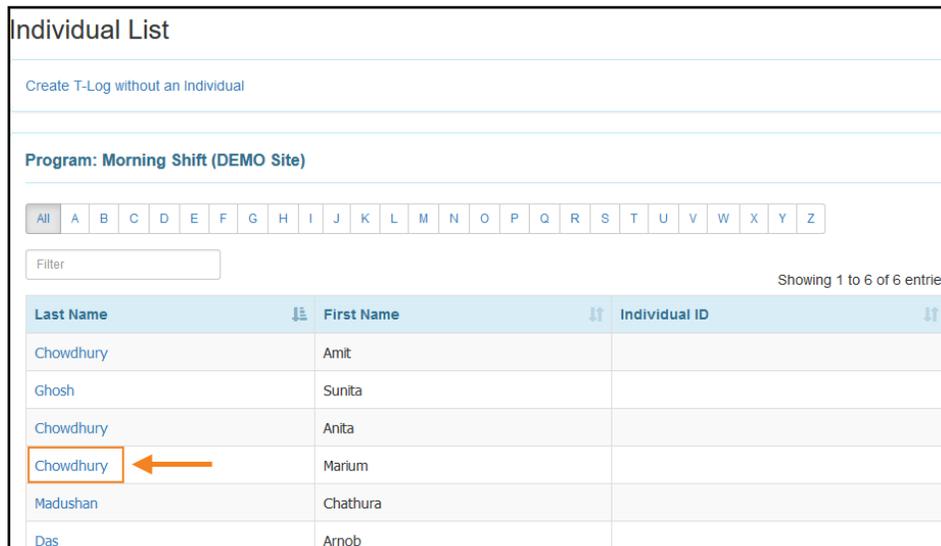
1. Click on the **New** link in the **T-Log** area under the Individual tab on your Dashboard.



2. Select the appropriate program from **Select Program for T-Log**.



3. Select an Individual from the **Individual List** page.



- Then you will see Create T-Log Page. Please note that the field marked with red asterisk (\*) are mandatory and needs to be filled up. On entering necessary information, click on the **Submit** button to create the T-Log.

**T-Log** New ⓘ

**Individual** Mariam Chowdhury **Program** Morning Shift

\* **Type**  Health  Notes  Follow-up  Behavior  Contacts  General

**Notification Level**

\* **Summary**

**Description**

About 9962 characters left

**Time In**   **Time Out**

**Reporter**  **Reported On**

**Attachments**

**Document Attachment**

**Photo**

You can also attach any document if you want to.

To add any photo, click here

- Once the T-Log is successfully saved, the following confirmation message will appear. If you click on the **View this T-Log** link, you will be able to see the submitted T-Log.

**i** The form TL-DEMOBBGD-F7S4T2AZUWR5C has been **Successfully Submitted**

[View this T-Log](#)

[Back](#)

**T-Log** Submitted ⓘ

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<b>Individual</b>	Marium Chowdhury	<b>Program</b>	Morning Shift
<b>Type</b>	Notes , Behavior		
<b>Notification Level</b>	Low		
<b>Summary</b>	Good Mood		
<b>Description</b>	She was very happy throughout the day.		
<b>Time In</b>	08:00 am	<b>Time Out</b>	12:00 pm
<b>Reporter</b>	Arun majumder, Supervisor	<b>Reported On</b>	05/23/2017 09:50 PM

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**Follow-up**

Summary	Entered By
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**Attachments**

<b>Document Attachment</b>	Photo
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Display PDF

You can also update, delete this T-Log or can also send this T-log via SComm but we strongly recommend you not to delete any T-Log.