

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.

Select Program Fo	or T-Log		
All A B C D E F	G H I J K	L M N O P Q R S T U	V W X Y Z
Fillel			Showing 1 to 2 of 2 entries
Program Name	Site Name 🛛 💵	Program Type	Cost Center Number
Day Shift	DEMO Site	Autism Services-Skills Training	
Morning Shift	DEMO Site	Autism Services-Skills Training	
			Previous 1 Next

3. Select an Individual from the Individual List page.

Individual List		
Create T-Log without an Individual		
Program: Morning Shift (DEMO Site)		
AII A B C D E F G H I	J K L M N O P Q R S	T U V W X Y Z
Filter		Showing 1 to 6 of 6 entries
Last Name 🔒	First Name 11	Individual ID
Chowdhury	Amit	
Ghosh	Sunita	
Chowdhury	Anita	
Chowdhury	Marium	
Madushan	Chathura	
Das	Arnob	





4. 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	Marium Chowdhury	Program	Morning Shift	
* Туре	🗌 Health 🗹 Notes 🗌 Follow-up 🗹 Behavior	🗌 Contacts 🔲 Gener	ral	
Notification Level	Low			
* Summary	Good Mood			
Description	She was very happy throughout the day.			
Time In	08:00 am 🕑	Time Out	12:00 pm 🕓	
Reporter	Arun majumder / Supervisor	Reported On	05/23/2017 09:50 am	
Attachments	You can also attac	ch .		
Document Attachment	Add File Scan File			
Photo	Attach Remove			
	To add any photo, click here			Ļ
Cancel Back				Submit

5. 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.

The form TL-DEMOBBGD-F7S4T2AZUWR5C has been Successfully Submitted			
View this T-Log			
Back			



## **Create T-Log with Individual**

T-LOg Submitted	9			
Individual	Marium Chowdhury	Program	Morning Shift	
Туре	Notes , Behavior			
Notification Level	Low			
Summary	Good Mood			
Description	She was very happy throughout the day.			
Time In	08:00 am	Time Out	12:00 pm	
Reporter	Arun majumder, Supervisor	Reported On	05/23/2017 09:50 PM	
Follow-up				
Summary		Entered By		
				Add Followup
Attachments				
Document Attachment				
Photo				
Display PDF			< Previ	ous Next 🗲
Cancel Back			SComm	elete Update

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.