

## Create T- Log without an Individual

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.

Users assigned with **T-Log Program Access** role will be able to create T-Log without an individual.

Module Roles

☐ Event Summary  
☒ **T-Log Program Access**  
☐ Case Note Billing Conversion  
☐ Labtest Create

In order to create a T-Log without 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

To Do	<b>Care</b>	
Individual	T-Log	<b>New</b> Search   Archive
Agency	ISP Program Template Library	New   Draft   Published   Search

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

Select Program For 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

Filter

Showing 1 to 2 of 2 entries

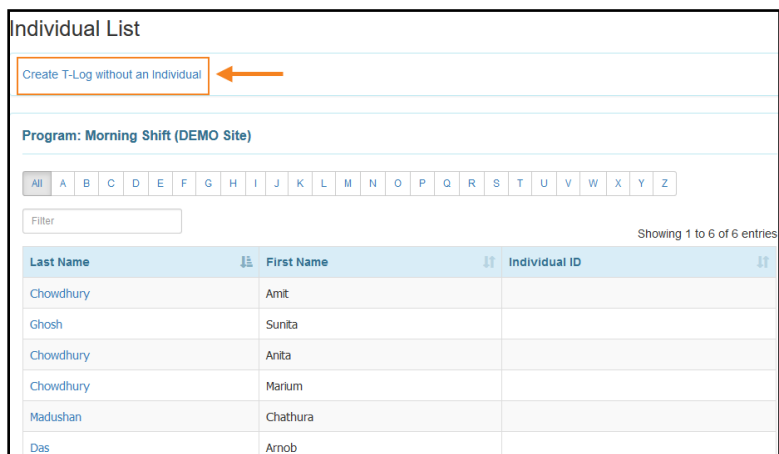
Program Name	Site Name	Program Type	Cost Center Number
Day Shift	DEMO Site	Autism Services-Skills Training	
<b>Morning Shift</b>	DEMO Site	Autism Services-Skills Training	

Previous 1 Next

## Create T- Log without an Individual

- You can create T-Log based on programs without an individual if you have the **T-Log without an Individual** option given by your Provider Administrator.

Click on **Create T-Log without an Individual** link on the Individual List page.



Individual List

Create T-Log without an Individual

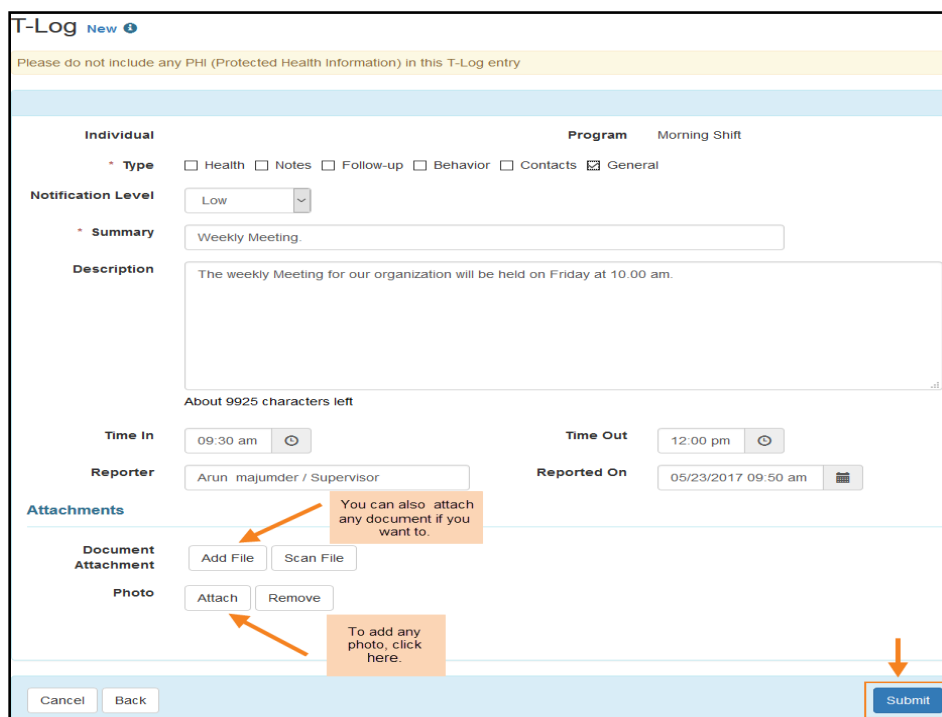
Program: Morning Shift (DEMO Site)

Filter

Showing 1 to 6 of 6 entries

Last Name	First Name	Individual ID
Chowdhury	Amit	
Ghosh	Sunita	
Chowdhury	Anita	
Chowdhury	Mariam	
Madushan	Chathura	
Das	Arnob	

- 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

Please do not include any PHI (Protected Health Information) in this T-Log entry

Individual Program Morning Shift

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

Notification Level Low

\* Summary Weekly Meeting.

Description The weekly Meeting for our organization will be held on Friday at 10.00 am.

About 9925 characters left

Time In 09:30 am Time Out 12:00 pm

Reporter Arun majumder / Supervisor Reported On 05/23/2017 09:50 am

Attachments

Document Attachment Add File Scan File

Photo Attach Remove

You can also attach any document if you want to.

To add any photo, click here.

Cancel Back Submit

## Create T- Log without an Individual

- 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-F7T4PV8ZYN6M has been Successfully Submitted**

View this T-Log

←

[Back](#)

**T-Log** Submitted ⓘ

<b>Individual</b>	<b>Program</b> Morning Shift
<b>Type</b> General	
<b>Notification Level</b> Low	
<b>Summary</b> Weekly Meeting	
<b>Description</b> The weekly Meeting for our organization will be held on Friday at 10.00 am.	
<b>Time In</b> 09:30 am	<b>Time Out</b> 12:00 pm
<b>Reporter</b>	<b>Reported On</b> 05/23/2017 09:50 AM

**Follow-up**

Summary
Entered By

**Attachments**

Document Attachment

Photo

[Display PDF](#)

You can Update or Delete this T-Log if you want to but we strongly recommend not to delete any T-Log.