Create New T-Log

Users with the **T-Log Entry** role can create T-Logs.

1. Click on **Individual** tab from Dashboard

2. Click on the **New** link beside T-Log

3. Select a Program from the **Select Program For T-Log** page

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   15 ⌄ Records

Program Name ▲	Site Name ⇕	Program Type ⇕	Cost Center Number ⇕	Program ID ⇕
(Demo) Academic Activities	Therap Global Demonstration Provider	Preschool		02
(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Individualized Skills Development		123
Day Shift	DEMO SITE (BD)	Sports		02
Class-one	Demo Site Africa	School		A

Showing 1 to 04 of 04 entries   Previous | 1 | Next

4. Click on the **Name of the Individual** for whom the T-Log will be created.

Individual List

Create T-Log without an Individual

Program: Day Shift (DEMO SITE)

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

Last Name ▲	First Name ⇕	Individual ID ⇕	Birth Date
Abraham	Isaac		02/01/2011
Basnet	Sima		01/01/2014
Bosnet	Vikranty		01/01/2010
Maria	Putri		01/01/2010
Mary	Angela		05/01/2010

Showing 1 to 5 of 5 entries

After selecting an individual **T-Log** Page will appear.

T-Log New ⓘ

Individual	Vikranty Bosnet	**Program**	Day Shift
Entered By	Amina Akter, Academic Coordinator		

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

Notification Level [Low ⌄]

* **Summary** [   ]

Description

[   ]

About 10000 characters left

Time In [hh:mm a 🕐]   **Time Out** [hh:mm a 🕐]

Reporter [Search   ]   **Reported On** [MM/DD/YYYY hh:mm a 📅]

Attachment(s)

Document Attachment   [Add File] [Scan File]

Photo   [Add Image]

Video Attachment(s)

No Video Attachment available

[Add Video]

[Cancel] [Back]   [**Submit**]

5.

- Select the **Type** of T-Log by clicking on the checkbox. Multiple checkboxes can be selected, but it is required that you select at least one. The T-log type can be helpful in future searches.
- Select the appropriate Notification Level of High, Medium, or Low based on the importance of the information.

⟶ * Type   ☐ Health ☑ Notes ☐ Follow-up ☐ Behavior ☐ Contacts ☐ General

Notification Level   Medium ▼

6.

- Enter a brief summary or headline for the T-Log in the **Summary** field.
- Write the main content of the T-Log in the **Description** field.

* Summary   Drawing

Description   Today at drawing class, VIkraty drew a very nice picture.

About 9943 characters left

7. Click on the clock icon beside the **Time in** and **Time out** sections to mention the time range of the information. (The Time In/Time Out feature is optional, and can be enabled from the T-Log section within Provider "Preferences" available on the admin tab.)

⟶ Time In   10:00 am 🕐   **Time Out**   11:00 am 🕐

8. The T-log module has several optional fields and features that you may choose to complete:

- The system automatically includes the user's name as the creator of the T-Log. You can type the name of the reporter in the **Reporter** section if the information is reported by any other user.
- The system automatically records the date that you complete the T-log but you may Click on the **Calendar** icon beside **Reported on** section to select the date of the report.

The system automatically records the time you complete the T-log, but you may Click on the **Clock** icon below the calendar to select time of the report.

9. You also have the optional features to add a document or photo to the T-log.

- You may Click on the **Add File or Scan File** button beside **Document Attachment** to attach a file.
- You may Click on the **Add Image** button beside **Photo** to attach a picture.

N: B: Maximum size of file and photo should be 3 mb.

10. Users with **Video Upload** Super role have access to this feature. Users without the required privileges may contact the provider admin of the agency to update their profiles.

- In the **Video Attachment** section, click on **Add Video.**

NB. To add video in the **Video Attachment** section users will have to upload the video for this individual under the **Form Tag** of T-Log in the **Video Library**.

- Click on the attachment pin sign to attach the video.

11. If all the necessary fields are filled up, click on the **Submit** button at the bottom right corner of the form.

12. After clicking on the submit button, a success message will be displayed.

The form TL-DEMOTPHL-H9P4NFHZUMULW has been Successfully Submitted