


Create New T-Log

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

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

To Do	Modules	High	Medium	Low
Individual	<div>  T-Log - New Search View </div>	7	5	8
Health	<div>  General Event Reports (GER) - New Search Review Approve </div>	- -	1 1	- -
Admin	<div>  ISP Data - New Search Acknowledge ISP Program - New Search Approve </div>		3 1	
Agency Reports				
Individual Home Page				

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

To Do	Care
Individual	<div> T-Log  New Search Archive </div>
Health	<div> Case Note New Search Archive Bulk PDF </div>
Admin	<div> General Event Reports (GER) New Search </div>
Agency Reports	<div> Witness Report (GER) Search </div>

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](#)

Filter

15  Records

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

Reported On MM/DD/YYYY hh:mm a 📅

Attachment(s)


Document Attachment

Photo

Video Attachment(s)

No Video Attachment available

- 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.

The screenshot displays the T-log form interface. At the top, the 'Reporter' field is highlighted with an orange box and contains the text 'Amit Ibrahim / Supervisor'. To the right, the 'Reported On' field shows the date and time '09/01/2024 03:06 pm' and is also highlighted with an orange box. Below the 'Reporter' field is the 'Attachment(s)' section, which includes 'Document Attachment' with 'Add File' and 'Scan File' buttons, and 'Photo' with an 'Add Image' button. A calendar picker is open over the 'Reported On' field, showing the month of September 2024. The date '1' is selected. Below the calendar, a clock icon is highlighted with an orange box and an arrow pointing to a time picker. The time picker shows '09:00 AM' and has 'Clear' and 'Now' buttons. At the bottom left are 'Cancel' and 'Back' buttons, and at the bottom right is a 'Submit' button.

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.

Attachments

**Document
Attachment**

Add File

Scan File

Photo

Add Image

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**.

Video Attachment(s)

Jump to

No Video Attachment available

Add Video

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

Video Gallery
×

15 ▼ Records

Title	Form ID	Provider Code	Video Tag	File Name	File Size	Play Count	Download Count	Action
activity	VDOLIB-DEMOTPHL-NEH4N9EZZ842J	DEMOTG-TGD	T-Log	plf.mp4	5.20 MB	0	0	<div> <div>▶</div> <div>📌</div> </div>

Showing 1 to 1 of 1 entry

Close

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

Cancel Back

Submit

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

The form TL-DEMOTPHL-H9P4NFHZUMULW has been Successfully Submitted