

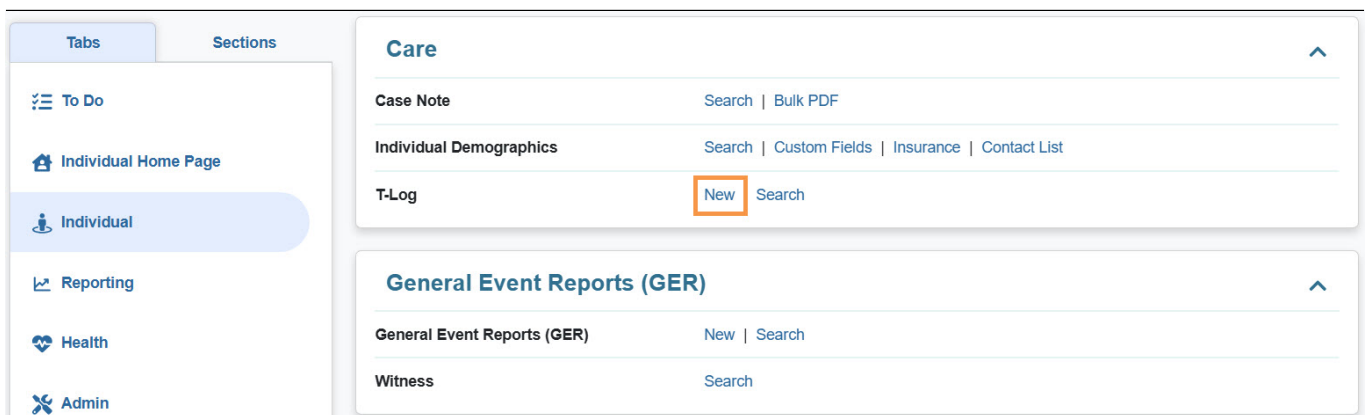
Create T-Log without an Individual

Users may record any type of events such as an Important Notice, Annual Picnic and Sports Day, Holiday etc. using the T-Log without an Individual module.

Users with **T-Log Program Access** Administrative role and **T-Log Entry** Super role will be able to **Create a T-Log without an Individual**.

Note – The Provider Administrator of an agency needs to enable **Allow creating a T-Log without an individual** option (from Provider Preference section on the Admin tab) for users to create T-Logs without an Individual.

1. Click on the **New** link beside the T-Log option of the Individual tab.



2. Click on the Program Name on 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 ⇅
Child Care Center	Demo-Site	School		01
Day Shift	DEMO SITE (BD)	School		01
Day Shift (Lesotho)	Demo Site (Lesotho)	School		555
Day Shift (Tanzania)	Demo Site (Tanzania)	Day School		777
DEMO Program (Morning)	DEMO SITE (Dhaka)	Sensory Therapy		08
Morning Shift	DEMO SITE (Nepal)	School		02
Special Day Shift	Demo Site North Bengal	Day School		01

3. On the **Individual List** page the **Create T-Log without an Individual** link will appear at the top of the page. Click on this blue link.

Individual List

Create T-Log without an Individual



Program: Day Shift (DEMO SITE (BD))

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
Ahmed	Zamil	
Bosnet	Vikranty	
Chowdhury	Niloy	21911
Chowdury	Fahima	
Harriton	Nick	
Hossain	Amit	012345
Hossain	Imran	101
Hossain	Amit	012345
Hossain	Zakir	
Imran	Amit	

Showing 1 to 10 of 19 entries

Previous 1 2 Next

A new **T-Log** form will appear.

T-Log New ⓘ

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

Individual	N/A		Program	Academy
Entered By	Anwar Hossain, Supervisor			
* Type	<input type="checkbox"/> Health <input type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General			
Notification Level	<div>Low ▼</div>			
* Summary	<div></div>			
Description	<div></div> <p>About 10000 characters left</p>			
Time In	<div>hh:mm a 🕒</div>	Time Out	<div>hh:mm a 🕒</div>	
Reporter	<div>Search</div>	Reported On	<div>MM/DD/YYYY hh:mm a 📅</div>	
Attachment(s)				
Document Attachment	<div> <div>Add File</div> <div>Scan File</div> </div>			
Photo	<div> <div>Add Image</div> </div>			

Cancel

Back

Submit

4. On the **T-Log** page,

- Select the **Type** of the T-Log
- Select the appropriate **Notification Level** based on the importance of the information
- Enter a summary or headline for the T-Log in the **Summary** field
- Write the main content of the T-Log in the **Description** field

Fields marked with **Red Asterisks** must be filled in. To know more about all the fields of the T-Log page click [here](#).

T-Log New i


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

Individual	N/A	Program	Academy
Entered By	Anwar Hossain, Supervisor		
* Type	<input type="checkbox"/> Health <input type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General		
Notification Level	<div>Medium</div>		
* Summary	<div>Annual Sports Day</div>		
Description	<div> <p>Get ready for the biggest event of the year! The Annual Sports Day is set for November 13, 2025. Join us for a high-energy day of cheering, competing, and celebrating athletic achievement. Let's make this the most memorable Sports Day yet!</p> </div>		
About 9761 characters left			
Time In	<div>11:00 am</div>	Time Out	<div>11:10 am</div>
Reporter	<div>Anwar Hossain / Supervisor</div>		Reported On <div>11/05/2025 11:10 am</div>

Attachment(s)

Document Attachment	File Name	Description	Size	Date	Attached By	Action
	Invited Guest List.docx		92.49 KB	11/05/2025	Imran Rahman, Academic Coordinator- IE	Download Remove

Photo



Cancel

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Submit

After providing necessary information in the appropriate fields click on the **Submit** button.

A success message will be displayed.

The form TL-DEMOTPHL-HBJ4NFNZ2MULS has been Successfully Submitted

Back to [Form](#)

Actions

[Create New T-Log](#)
