

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.** 

Global

Centered. Data-Driven.

**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.

To Do	Care			
Individual	T-Log 🗕	New   Search   Archive		
Health	ISP Data	New   Search   Report   Search Report   Archive		
Agency	ISP	New   Search   Review   Acknowledge   Archive		
Admin Agency Reports	ISP Program	New   Search   Archive   Acknowledgement Report		
	ISP Program Template Library	New   Draft   Published   Search		

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

AII A B C D E F	G H I J K L M N	O P Q R S T	r 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 А в C D Е 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 Fahima Chowdury Harriton Nick Hossaain Amit 012345 Hossain 101 Imran Hossain Amit 012345 Hossain Zakir Imran Amit Showing 1 to 10 of 19 entries Previous 2 Next . .

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

- Select the **Type** of the T-Log
- $\bullet$  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 <u>here</u>.



## T-Log New 1

Individual	Isaac Abraham			Pro	gram	Academy			
Entered By	Anwar Hossain, Super	visor							
* Type	🗌 Health 🗹 Notes 🗌 Follow-up 🔲 Behavior 🗌 Contacts 🗹 General								
Notification Level	Low ~								
* Summary	Annual Sports Day								
Description	The annual sports da	ay will be held or	n next Wedi	nesday evening	at the so	chool playground.			
	About 9914 characters	left							
Time In	11:00 am Image: Comparison of the second secon								
Reporter	Anwar Hossain / Supervisor Reported On 10/11/2020 12:00 pm								
Attachments									
Document Attachment	File Name	Description	Size	Date	Attach	ed By	Action		
	Inivited guest list.txt		6 Bytes	10/13/2020	Anwar	Hossain, Supervisor	Download	d   Remove	
Photo	Add Image								
Cancel Back							<b>→</b>	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