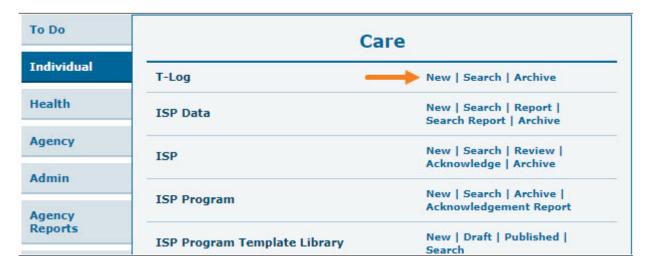# Create T-Log without an Individual

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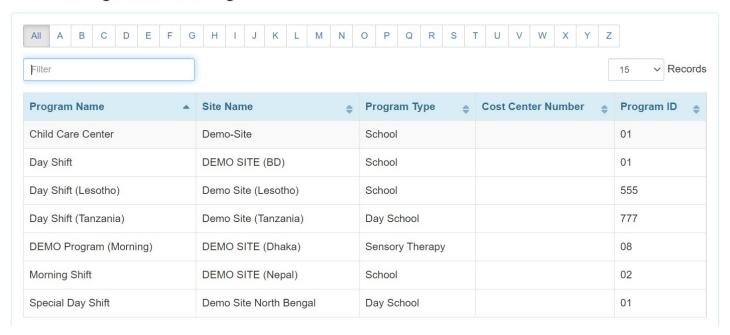
1. Click on the **New** link beside the T-Log option of the Individual tab.

2. Click on the Program Name on the **Select Program For T-Log** page.

Select Program For T-Log

| | 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

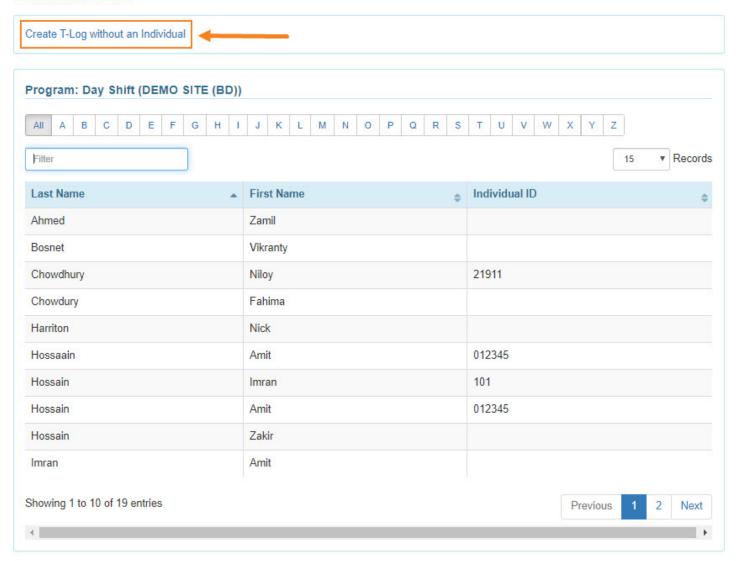| Program Name ▲	Site Name ⇕	Program Type ⇕	Cost Center Number ⇕	Program ID ⇕
Child Care Center	Demo-Site	School		01
Day Shift	DEMO SITE (BD)	School		01
Day Shift (Lesotho)	Demo Site (Lesotho)	School		555
Day Shift (Tanzania)	Demo Site (Tanzania)	Day School		777
DEMO Program (Morning)	DEMO SITE (Dhaka)	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.
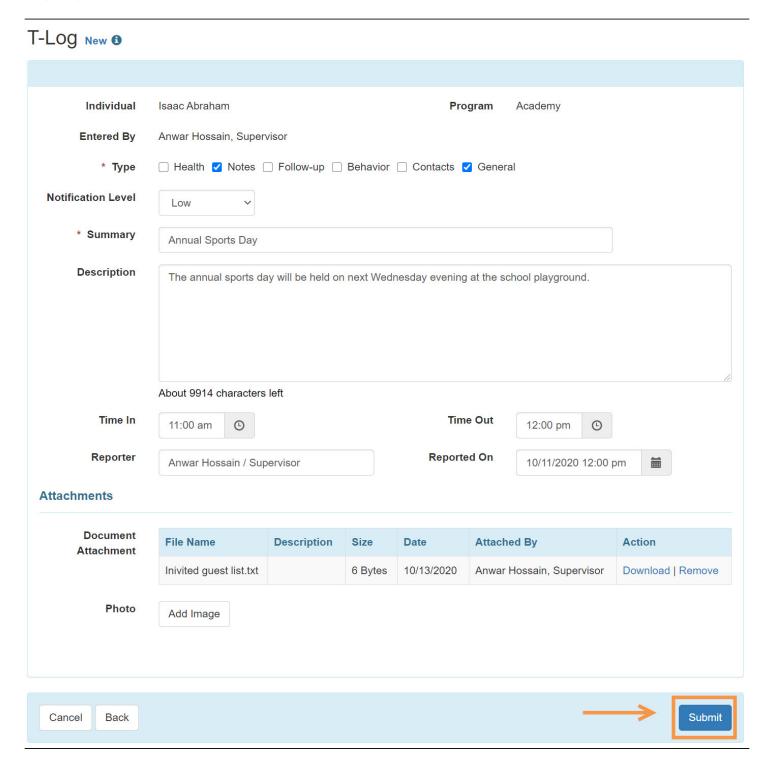
Individual List

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	
Hossaain	Amit	012345
Hossain	Imran	101
Hossain	Amit	012345
Hossain	Zakir	
Imran	Amit	

Showing 1 to 10 of 19 entries

Previous | **1** | 2 | Next

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 ⓘ

Individual	Isaac Abraham	**Program**	Academy
Entered By	Anwar Hossain, Supervisor		
* **Type**	☐ Health ☑ Notes ☐ Follow-up ☐ Behavior ☐ Contacts ☑ General		
Notification Level	Low		
* **Summary**	Annual Sports Day		
Description	The annual sports day will be held on next Wednesday evening at the school playground.		

About 9914 characters left

Time In	11:00 am 🕐	**Time Out**	12:00 pm 🕐
Reporter	Anwar Hossain / Supervisor	**Reported On**	10/11/2020 12:00 pm 📅

Attachments

Document Attachment

File Name	Description	Size	Date	Attached By	Action
Inivited guest list.txt		6 Bytes	10/13/2020	Anwar Hossain, Supervisor	Download | Remove

Photo Add Image

Cancel   Back   →   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