

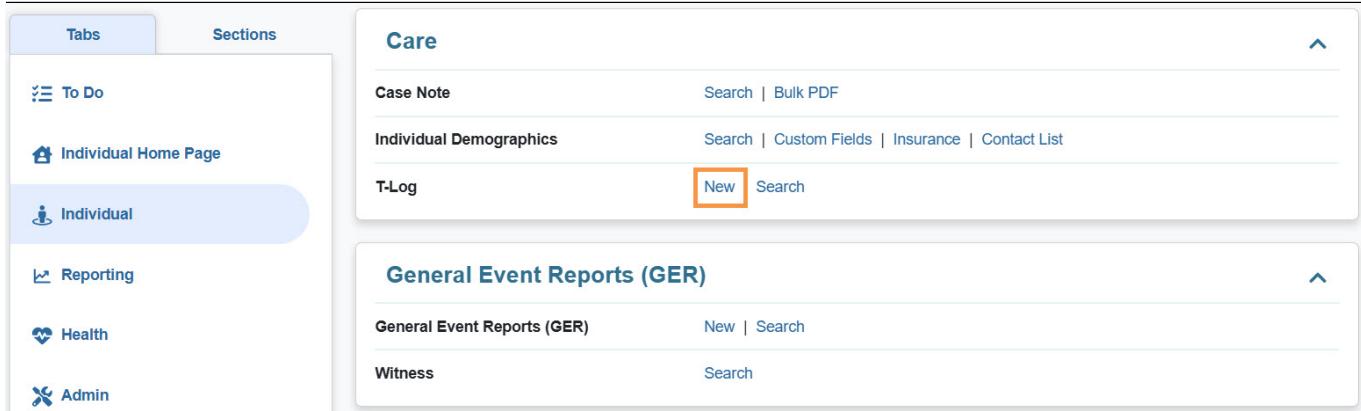
Create T-Log without an Individual

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.



The screenshot shows the Therap Global software interface. On the left, there is a sidebar with 'Tabs' (To Do, Individual Home Page, Individual, Reporting, Health, Admin) and 'Sections' (Care, General Event Reports (GER)). The 'Care' section is expanded, showing 'Case Note' (Search | Bulk PDF), 'Individual Demographics' (Search | Custom Fields | Insurance | Contact List), and 'T-Log' (New, Search). The 'New' button for 'T-Log' is highlighted with a red box. The 'General Event Reports (GER)' section is also visible below it.

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
<input type="text" value="Filter"/>																										
15 <input type="button" value="▼"/> 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

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	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Low"/>		
* Summary	<input style="width: 100%; height: 40px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="text"/>		
Description	<div style="border: 1px solid #ccc; border-radius: 5px; height: 150px; padding: 5px; min-height: 150px; min-width: 100%;"></div> <p>About 10000 characters left</p>		
Time In	<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text"/> 	Time Out	<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text"/> 
Reporter	<input style="width: 400px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text"/> 		
Reported On	<input style="width: 400px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text"/> 		
Attachment(s) <hr/>			
Document Attachment	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Add File"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Scan File"/>		
Photo	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Add Image"/>		

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

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 style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Medium </div>			
* Summary	<input type="text" value="Annual Sports Day"/>			
Description	<div style="border: 1px solid #ccc; padding: 10px; min-height: 150px;"> <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	11:00 am 	Time Out	11:10 am 	
Reporter	<input type="text" value="Anwar Hossain / Supervisor"/>		Reported On	11/05/2025 11:10 am 

Attachment(s)

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

Photo



[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](#)
