

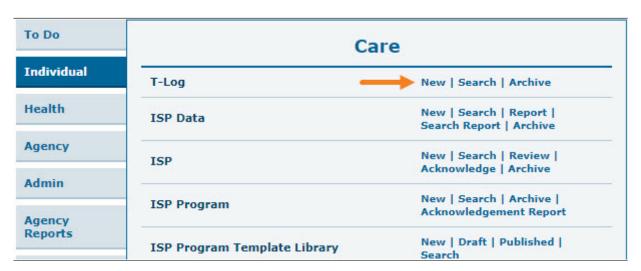
### **Create T-Log without an Individual**

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.

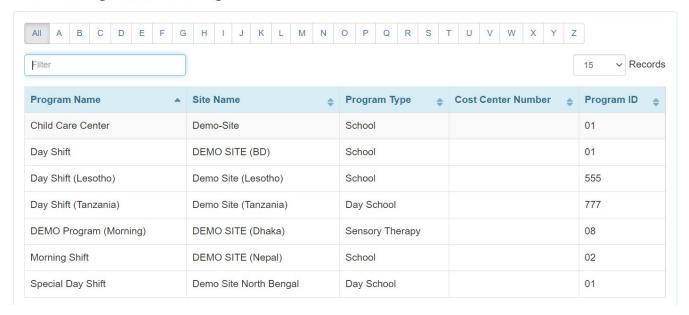
1. Click on the **New** link beside the T-Log option of the Individual tab.



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



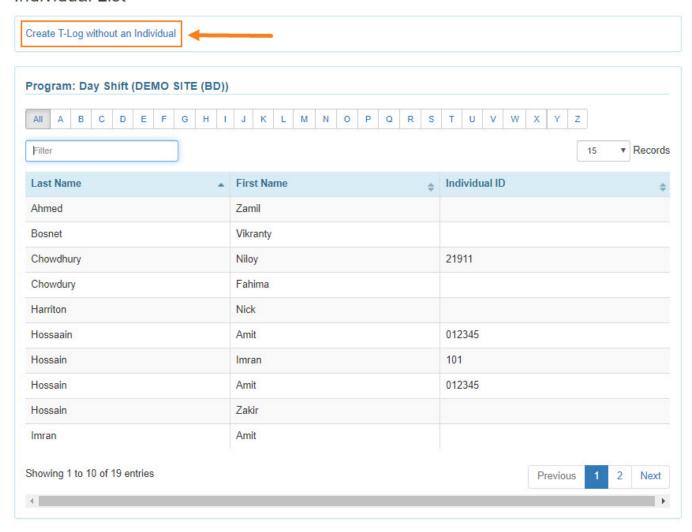
### Select Program For T-Log



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



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



## T-Log New 6

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	☐ Health ☐ Notes ☐ Follow-up	□ Behavior □ Contacts □ Gener	al
Notification Level	Low ~		
* Summary			
_			
Description			
	About 10000 characters left		
Time In	hh:mm a	Time Out	hh:mm a
Reporter	Search	Reported On	MM/DD/YYYY hh:mm a
Attachment(s)			
Document	Add File Scan File		
Attachment	Add File Scall File		
Photo	Add Image		
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 <u>here</u>.



Submit

# T-Log New 6

Back

Cancel

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

Individual	N/A			F	Program	Academy		
Entered By	Anwar Hossain, Supervisor							
* Type	☐ Health ☐ Notes ☐ Follow-up ☐ Behavior ☐ Contacts ☐ General							
Notification Level	Medium ~							
* Summary	Annual Sports Day							
Description	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!							
	About 9761 characters	s left						
Time In	11:00 am			т	ime Out	11:10 am		
Reporter	Anwar Hossain / Supervisor			Reported On		11/05/2025 11:10 am		
Attachment(s)								
Document Attachment	File Name	Description	Size	Date	Attached I	Ву	Action	
	Invited Guest List.docx		92.49 KB	11/05/2025	Imran Rahi Coordinato	man, Academic or- IE	Download   Remove	
Photo								



After providing necessary information in the appropriate fields click on the  ${\bf Submit}$  button.

A success message will be displayed.

	The form TL-DEMOTPHL-HBJ4NFNZ2MULS has been Successfully Submitted
Back to Form	
Actions	
Create New T-Log	