

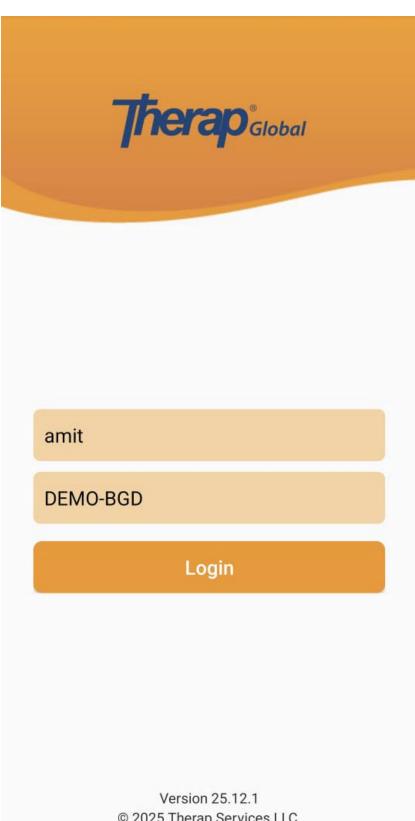
Enter T-Log in Therap Mobile App

Therap's mobile T-Log offers a simple and effective way for agencies to enter and share daily shift notes, case notes, contact notes or logs efficiently and in an easier way. T-Logs allow a user to collect and communicate day-to-day information and progress notes with other staff members who can add follow ups.

Users with the *T-Log Entry* role can create T-Logs.

1. On the login page from Therap mobile application enter the **Login Name**, and **Provider Code** and click on the **Login** button.



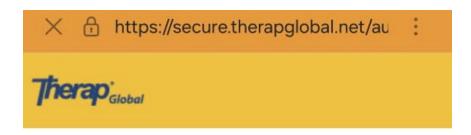


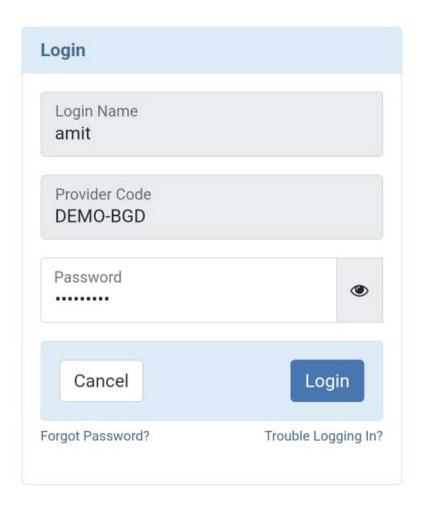
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Another login page will be displayed. Enter the ${f Password}$ and click on the ${f Login}$ button.



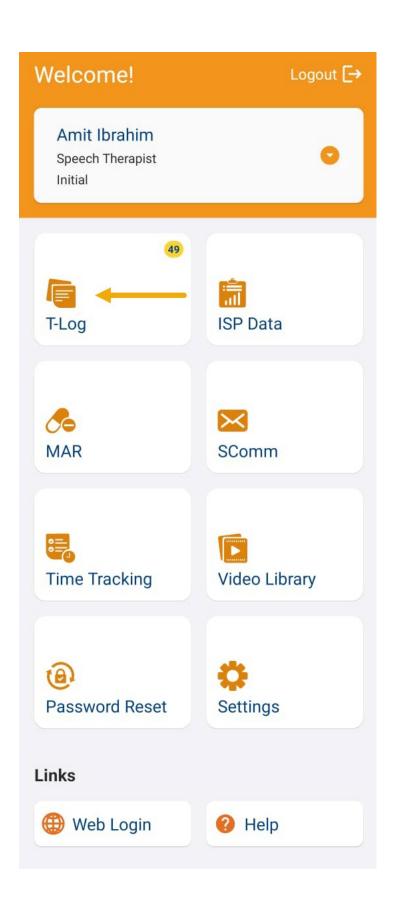






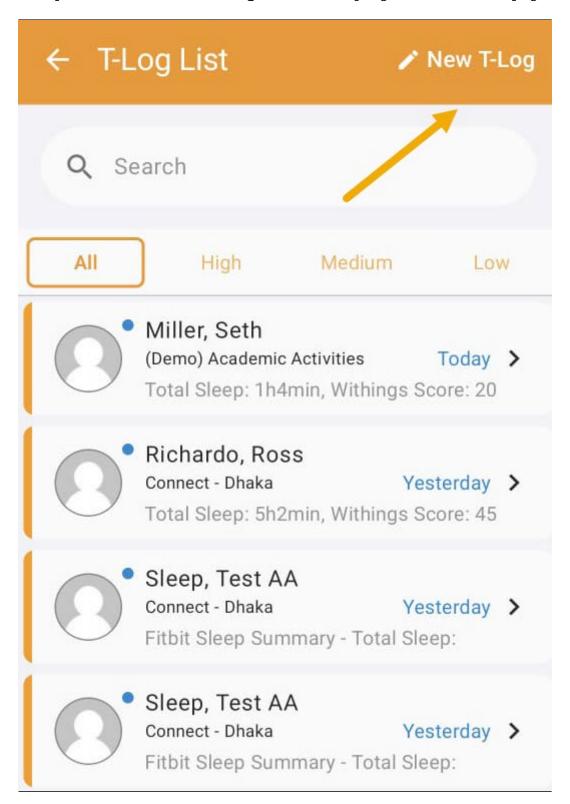
2. On the Dashboard, tap on T-Log from the list.





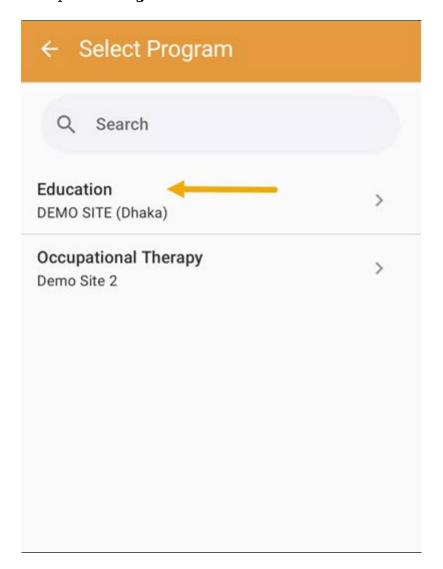


3. Tap on the create **New T-Log** link at the top right corner of this page.



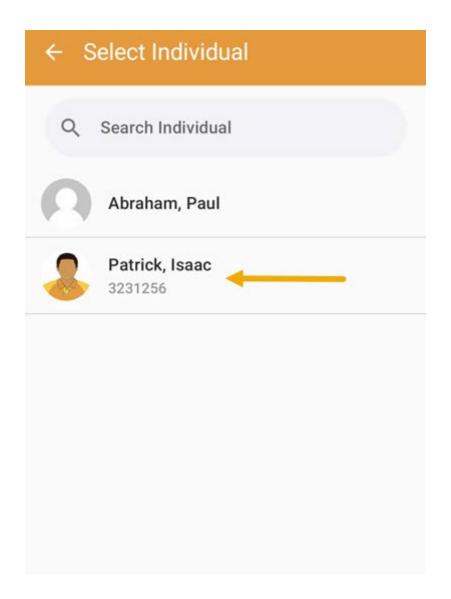


4. Tap on a **Program name** from the list.



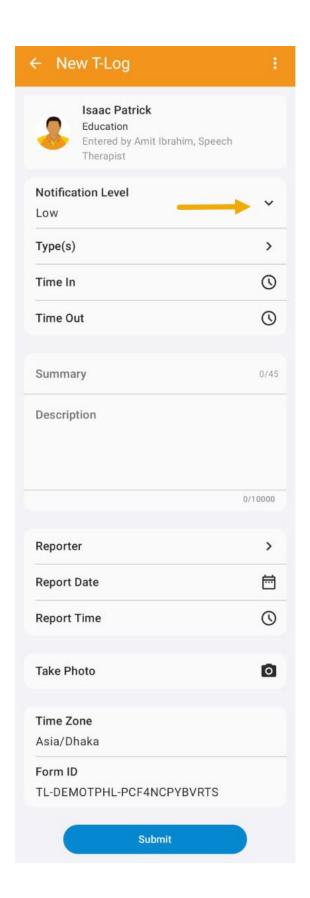
5. Tap on the name of the desired Individual from the list that appears in order to enter a T-Log.



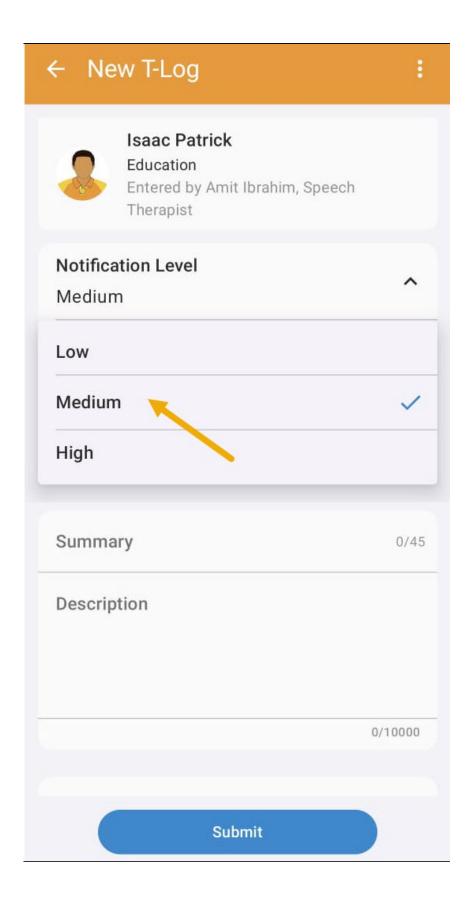


6. You will be directed to the $\bf New\ T-Log\ page$. Tap to select a $\bf Notification\ Level$.





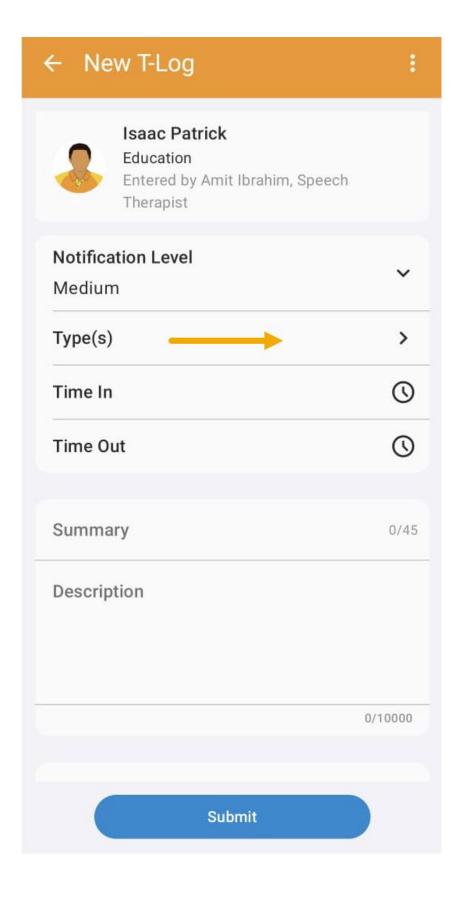




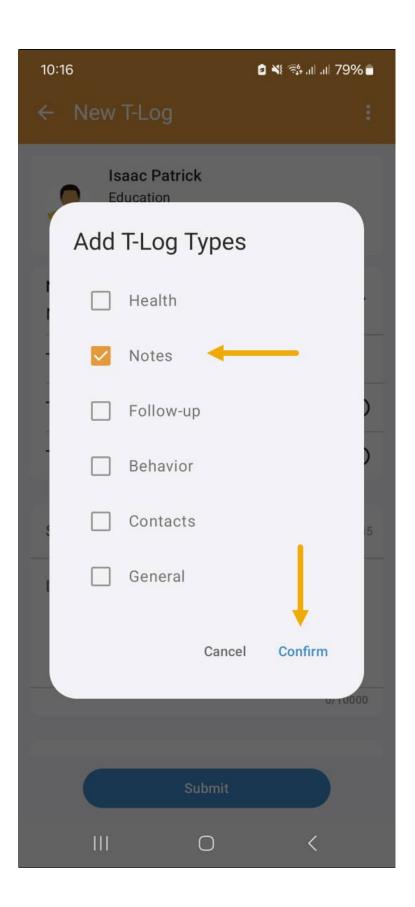


7. Tap on **Type(s)** to select a T-Log type from the **Type(s)** field and click on **Confirm** after selecting a type from the list. (At least one type is required, but additional types can be selected if needed.)





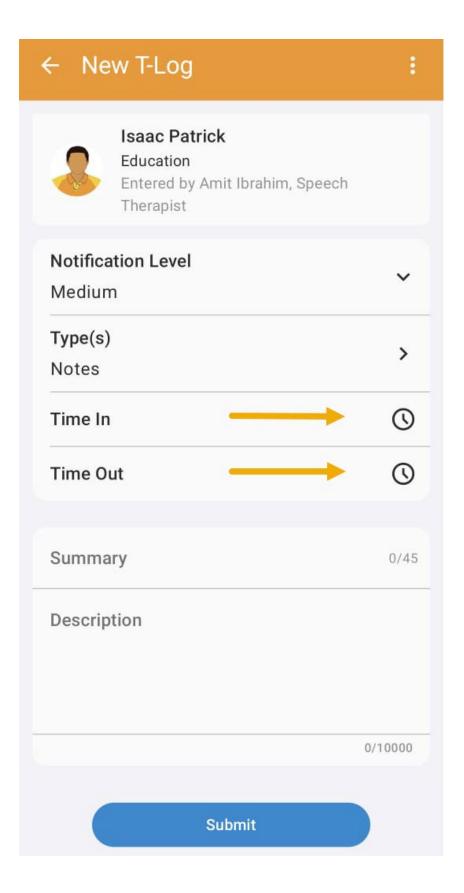




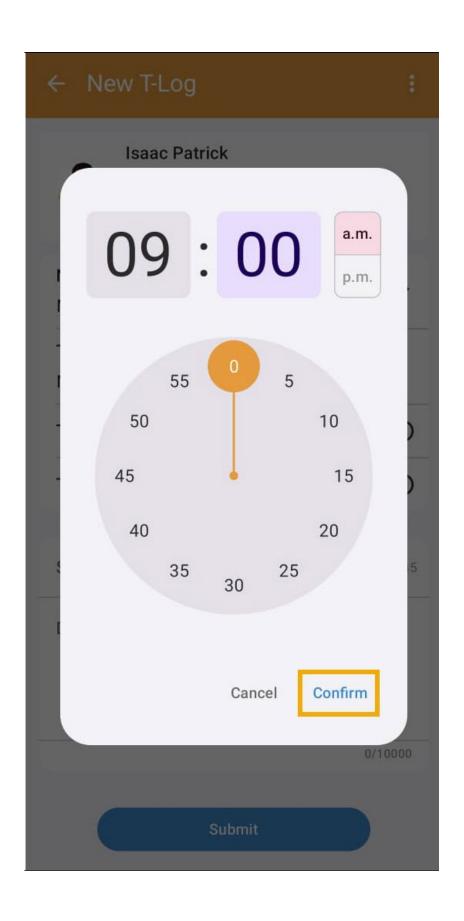


8. Tap on $\bf Time\ In\$ and $\bf Time\ Out\$ to select session/class time from the clock icon.









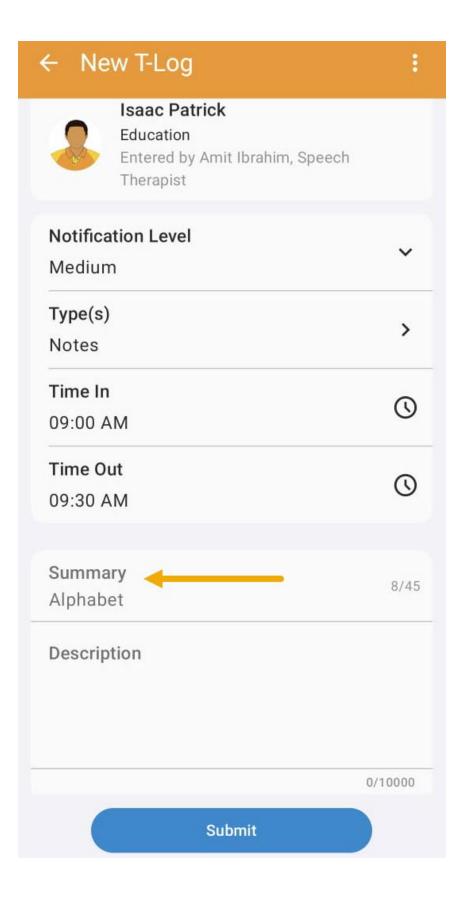


← New T-Log Isaac Patrick Education Entered by Amit Ibrahim, Speech Therapist **Notification Level** Medium Type(s) > Notes Time In (1) 09:00 AM Time Out 09:30 AM Summary 0/45 Description Submit



9. Enter a summary of the T-Log in the **Summary** field.

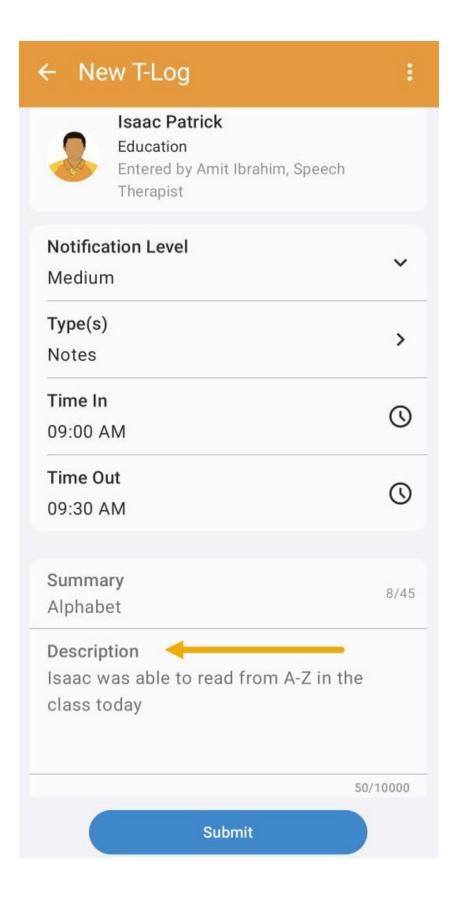






10. Enter the content/description of the T-Log in the $\bf Description$ field.

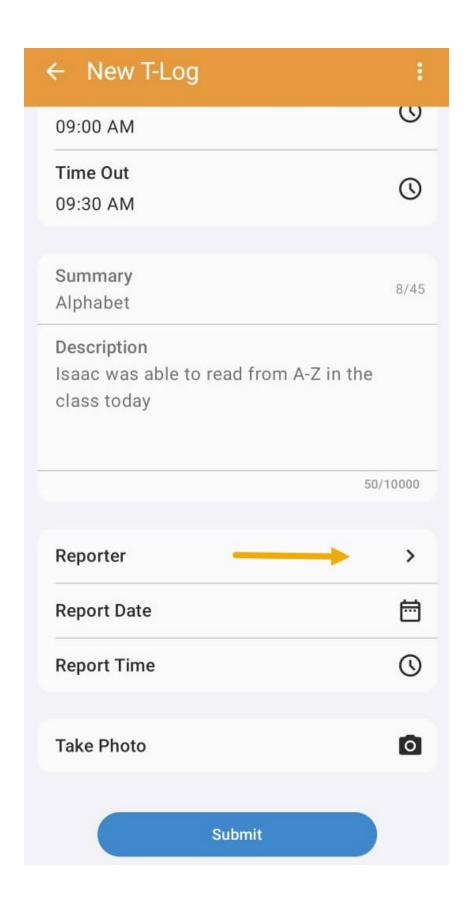




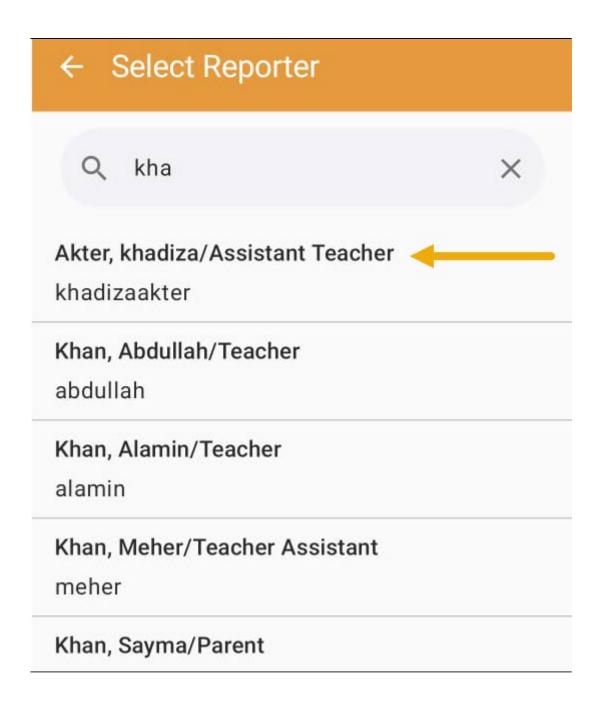


11. You may tap on the ${f Reporter}$ field and select a reporter from the list if needed.



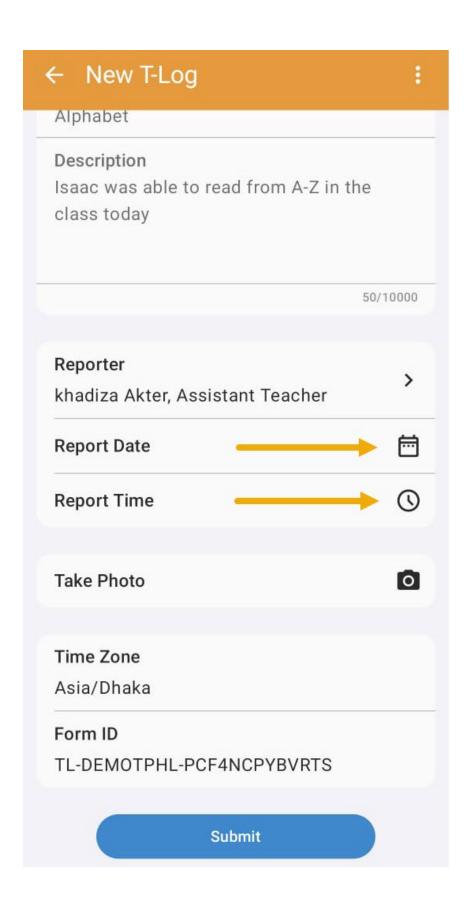




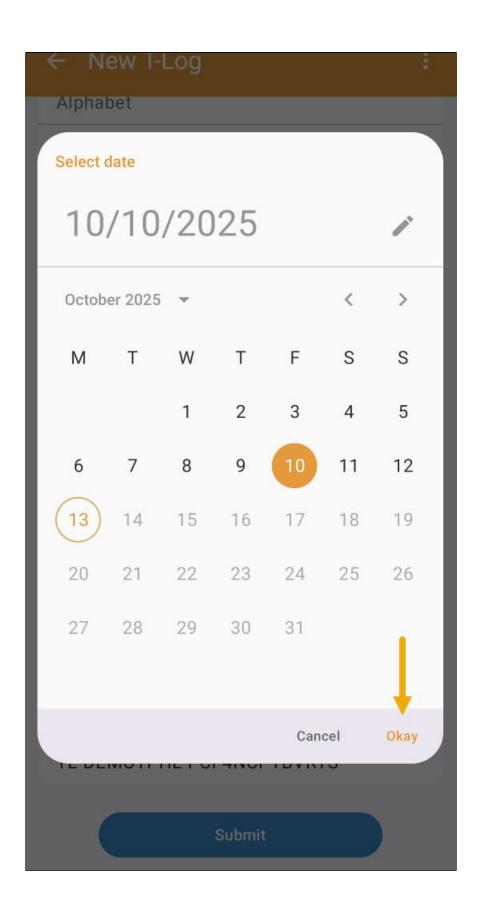


12. You may add **Report Date** by tapping on the **Calenda**r icon and **Report Time** by tapping on the **Clock** icon.

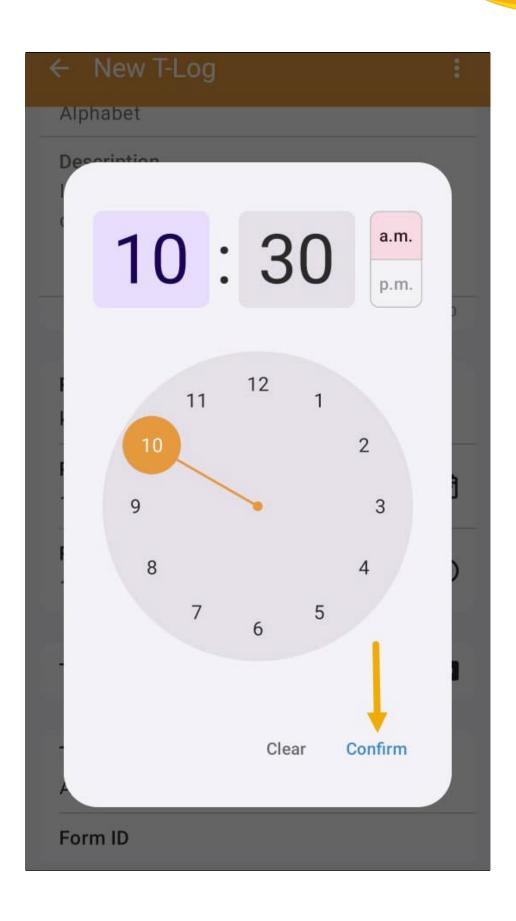








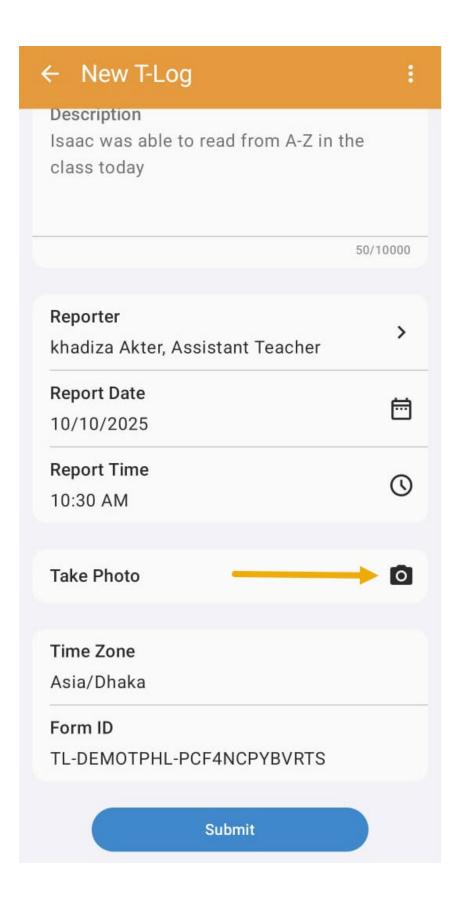






13. Tap on the ${\bf Take\ Photo}$ option to take and attach a picture to the T-Log if desired.

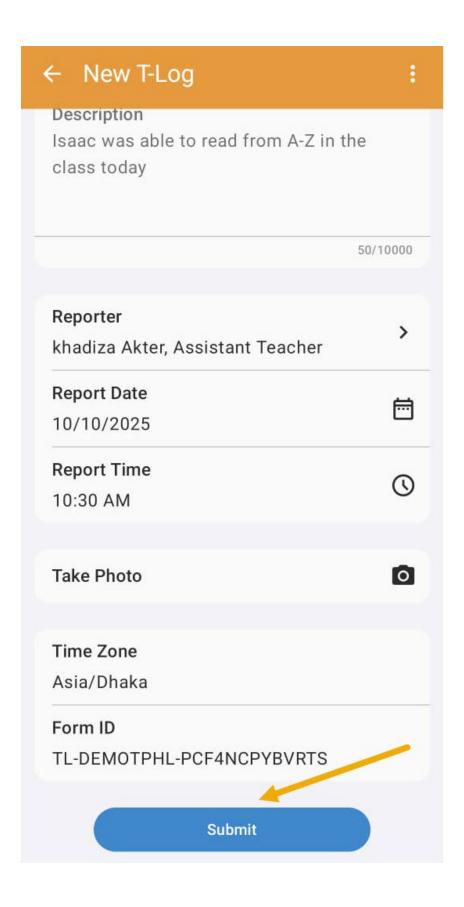






14. Once all the information is entered, tap on the ${\bf Submit}$ button at the bottom to submit the T-Log.

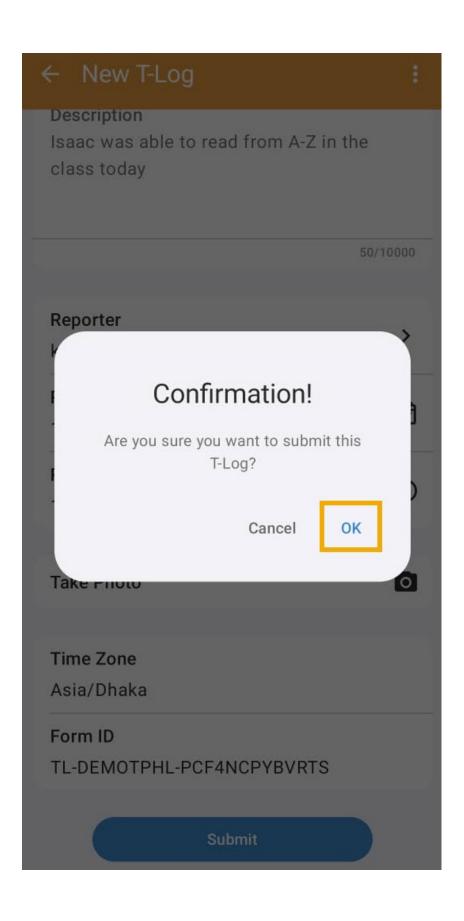






15. A prompt message will appear asking whether you want to submit the T-Log. Tap on $\bf Ok$ to submit the T-Log.







16. The following success message screen will display after submitting the T-Log.



