

# **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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DEMOTG-TGD

Login

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Another login page will be displayed. Enter the **Password** and click on the **Login** button.





Password	
•••••	
Cancel	Login
orgot Password?	Trouble Logging In



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



Welcome!	Logout <b>[→</b>
Sonia Afreen Assistant Teacher Initial	•
T-Log	ि ISP Data
MAR	SComm
<b>Ime Tracking</b>	Dassword Reset
Settings	



 $3.\ensuremath{\text{Tap}}$  on the create T-Log icon at the bottom 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.



÷	Select Individual	٩	÷
2	Abraham, Isaac		>
2	Basnet, Sima		>
	Chowdhury, Niloy		>
	Fernandez, Luis		>
0	José, María		>
	Maria, Putri		>
	Mary, Angela		>



### 6. You will be directed to the **New T-Log** page. Tap to select a **Notification Level**.





### Niloy Abrar Chowdhury (Demo) Education and Development

Entered By: Sonia Afreen, Assistant Teacher

Notification Level	Low
Type(s)	Add T-Log Types
Summary	
	0/45
Description	
	0/10000
Reporter	Add
Date	
Time	
Take Phot	0





#### Niloy Abrar Chowdhury (Demo) Education and Development Entered By: Sonia Afreen, Assistant Teacher

Notification Level Mediur				
Type(s)	Ade	d T-I on Types		
Add	Notification Level			
0	Low	_		
۲	Medium			
0	High	_		
		0/10000		
Reporter		Add		
Date				
Time				
	Take Photo			



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



# ← New T-Log



### Niloy Abrar Chowdhury (Demo) Education and Development

Entered By: Sonia Afreen, Assistant Teacher

Notification Level	Medium
Type(s)	Add T-Log Types
Summary	
	0/45
Description	
	0/10000
Peporter	bbA
Reporter	Adu
Date	
Time	
Ō	Take Photo





# Niloy Abrar Chowdhury

(Demo) Education and Development Entered By: Sonia Afreen, Assistant Teacher

### Add T-Log Types





8. Enter a Summary in the  ${\bf Summary}$  field.





#### Niloy Abrar Chowdhury (Demo) Education and Development Entered By: Sonia Afreen, Assistant Teacher

Notification Level	Medium
Type(s)	Notes
Summary Painting	
	9/45
Description	
	0/10000
Reporter	Add
Date	
Time	
Take Photo	
i ditto i fioto	



9. Enter the content of the T-Log in the **Description** field.



Teacher



←

#### Niloy Abrar Chowdhury (Demo) Education and Development Entered By: Sonia Afreen, Assistant

Notification Level Medium Type(s) Notes Summary Painting 9/45 Description -Niloy drew a beautiful picture of Mango in today's painting class 65/10000 Add Reporter Date Time Take Photo



10. The system automatically includes the user's name as the creator of the T-Log. You can type the name of the reporter in the **Reporter** field if the information is reported by any other user. To add a Staff Reporter, click on the **Add** button. You will be redirected to a list of users. Select and add the user from the list..



← New T-Log	<ul> <li></li></ul>
	Mediam
Type(s)	Notes
Summary Painting	
Description	9/45
Niloy drew a beautiful picture of Ma painting class	ngo in today's
	65/10000
Reporter	Add
Date	
Time	
Take Photo	
Time Zone Asia/Manila	
Form ID TL-DEMOTPHL-NAX4NETYS842U	



← Select Reporter Q	. :
Akter, Kawser/Little Wonders	>
Akter, khadiza/Assistant Teacher	>
Akter, Rasida/Little Wonders	>
Akter, Richy/Assistant Teacher	>
Alamgir, Asha/Assistant Teacher ashaalamgiir	>
Albert, Jhon/Special Teacher	>
Albert, John/Day shift superviser	>
Albert, John/Day shift superviser	>
Albert, John/Special Teacher	>



11. Tap on the **Date** field in order to add the date of the report and click on OK.



← New T	-Log 🗸 :
Notification Level	Wedlum
Type(s)	Notes
Summary Painting	
	9/45
Description Niloy drew a beau painting class	utiful picture of Mango in today's
	65/10000
Reporter	khadiza Akter, Assistant Teacher
Date	
Time	
	Take Photo
Time Zone Asia/Manila	
Form ID TL-DEMOTPHL-N	AX4NETYS842U



	New	T-Lo	g			
Type(s)						Notes
SELE	CT DAT	E				
Αι	Jg (	29,	20	24		/
AUG	UST 2	024			<	>
S	М	т	W	т	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			C	ANCE	L	↓
Time Zo Asia/Ma	one anila					
Form ID TL-DEM	OTPHL	-NAX4I	NETYS	342U		



12. Tap on the  $\mathbf{Time}$  field in order to add the time of the report and click on  $\mathbf{OK}$  after selecting the time.



← New T-Log ✓ :
Notification Level Medium
Type(s) Notes
Summary Painting
9/45
Description Niloy drew a beautiful picture of Mango in today's painting class
65/10000
Reporter khadiza Akter, Assistant Teacher
Date 08/29/2024
Time
Take Photo
Time Zone Asia/Manila
Form ID TL-DEMOTPHL-NAX4NETYS842U



← New T-Lo	g		
Type(s)		Notes	
SELECT TIME			
06.	10	AM	
00.	00.40	PM	
55	00 05	;	
50		10	
45	<u>_</u>	15	
40		20	
35	25 30		
<b>—</b>	CANC	EL OK	
Time Zone Asia/Manila			
Form ID TL-DEMOTPHL-NAX4NETYS842U			



13. Tap on the **Take Photo** option to take and attach a picture to the T-Log if desired.



← New	T-Log 🗸 🕻	
Notification Leve		
Type(s)	Notes	
Summary Painting		
	9/45	
Description Niloy drew a beautiful picture of Mango in today's painting class		
	65/10000	
Reporter	khadiza Akter, Assistant Teacher	
Date	08/29/2024	
Time	06:40 am	
Take Photo		
Time Zone Asia/Manila		
Form ID TL-DEMOTPHL-I	NAX4NETYS842U	



14. Once all the information is entered, tap on the **check-mark** at the top right of the screen to submit the T-Log.



← New T-Log ✓ :		
Notification Level Medium		
Type(s) Notes		
Summary Painting		
9/45		
Description Niloy drew a beautiful picture of Mango in today's painting class		
65/10000		
Reporter khadiza Akter, Assistant Teacher		
Date 08/29/2024		
Time 06:40 am		
Take Photo		
Time Zone Asia/Manila		
Form ID TL-DEMOTPHL-NAX4NETYS842U		



15. A prompt message will appear asking whether you would like to submit the T-Log. Tap on  ${\bf Yes}$  to submit the T-Log.



← New T-Log	<pre>&gt; :</pre>		
Type(s)	Notes		
Summary Painting			
Description	9/45		
Niloy drew a beautiful picture of Ma painting class	ango in today's		
Are you sure you want to su T-Log?	ubmit this		
FNO	YES		
Date	08/29/2024		
Time	06:40 am		
Take Photo			
Time Zone Asia/Manila			
Form ID TL-DEMOTPHL-NAX4NETYS842U			



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



## T-Log Details



 $\leftarrow$ 

Niloy Abrar Chowdhury (Demo) Education and Development



#### Painting

Entered by Sonia Afreen, Assistant Teacher on Aug 29, 2024 01:48 PM.

You read this tlog on Aug 29, 2024 01:48 PM.

Notes

Niloy drew a beautiful picture of Mango in today's painting class

### **Detailed Information**

Reporter khadiza Akter

Reported On Aug 29, 2024 06:40 AM

Time Zone Asia/Manila

Form ID TL-DEMOTPHL-NAX4NETYS842U

