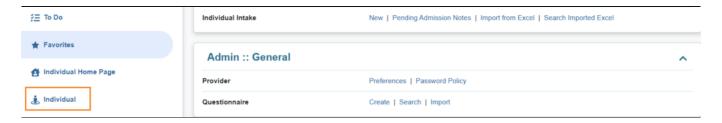


Search and Add Follow-up on T-Logs

Search T-Log:

1. Click on the **Individual** tab from the HomePage.

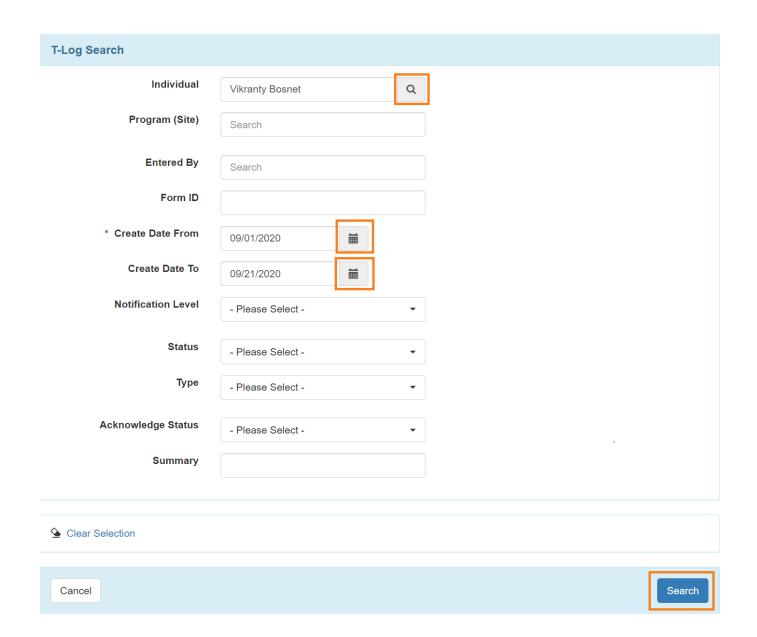


2. Click on the **Search** link beside T-Log.



3. Select the appropriate search criteria from the **T-Log Search** page. Selecting **Create Date From** is mandatory. You also may use the additional optional fields presented to filter and narrow your search results. The search form may be filtered by **Individual** name, Program (Site) names, Entered By, **Create Date To**, etc. Click on the **Search** button after selecting search criteria.

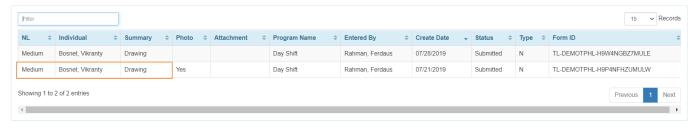




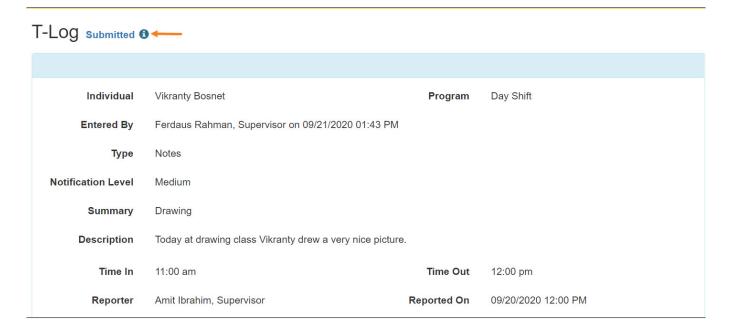
4. Now T-Log search results will display the list of T-Logs based on the selected search criteria. Click on the T-Log to view.



T-Log Search



5. From the T-Log page if you click on the **i** icon, you will be able to see the **Form ID**, **Entered by** and **Date** and **Time** of the T-Log. Click on the **x** icon to close the box.







Add Follow-up:

6. You may Click on the \mathbf{Add} $\mathbf{Follow\text{-}up}$ button in the T-Log page to add follow-up comments on this T-Log.



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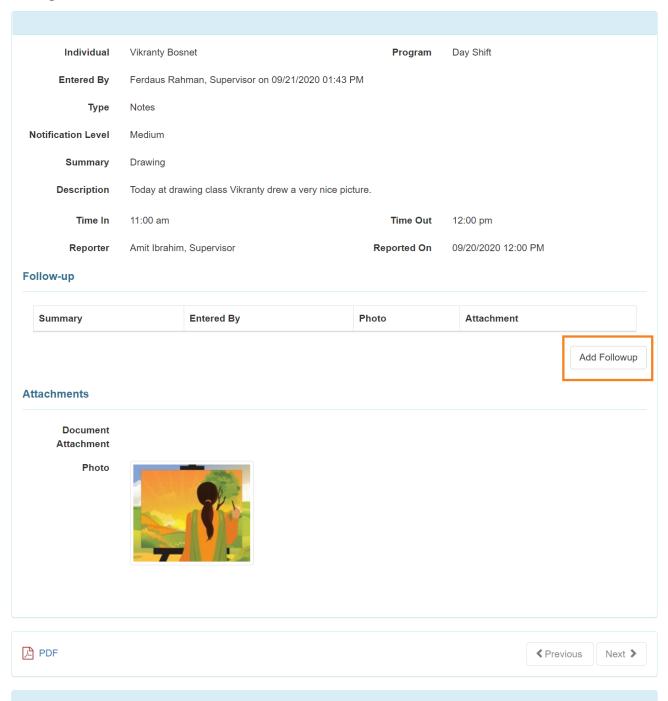
Delete

Update

T-Log submitted 6

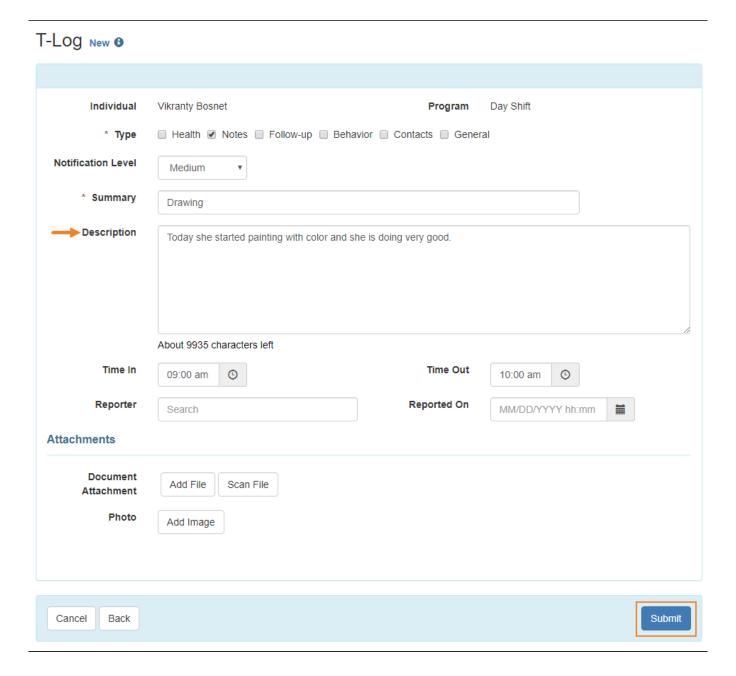
Cancel

Back





7. This will open the **T-Log** page where **Type**, **Notification Level** & **Summary** will be already filled up as before. Enter the follow-up comment in the **Description** field and then click on the **Submit** button.



8. This will display a success message. Click on Back to Form link to view the updated T-



Log.

	The form TL-DEMOTPHL-H9W4NGBZ7MULE has been Successfully Submitted
Back to Form List	
Actions	
Create New T-Log	

9. In the **Follow-up** section there will be a list of follow-up T-Logs. Click on the desired link from the list to view the specific Follow-up comment.



T-Log submitted 6

