

Search and Add Follow-up on T-Logs

Search T-Log:

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

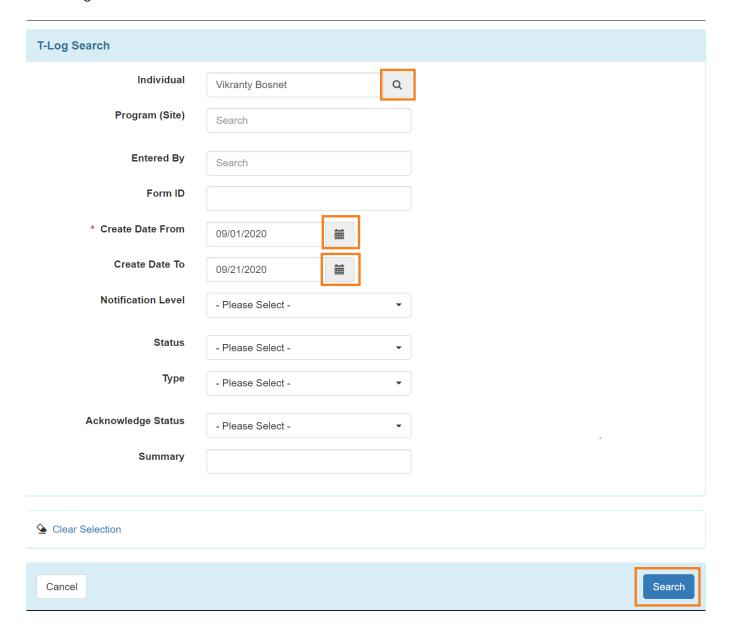
To Do	Modules	High	Medium	Low
Individual Health	T-Log - New Search View	7	5	8
Admin	General Event Reports (GER) - New Search Review Approve	-	1	-
Agency Reports			3	
Individual Home Page	ISP Program - New Search Approve		1	

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

To Do	Care		
Individual	T-Log	New Search Archive	
Health	Case Note	New Search Archive Bulk PDF	
Admin	General Event Reports (GER)	New Search	
Agency Reports	Witness Report (GER)	Search	



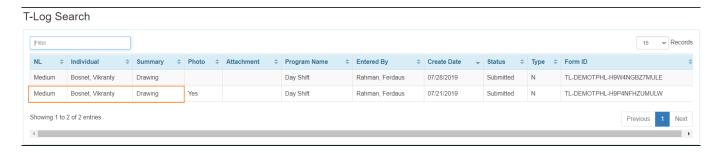
3. Select the appropriate search criteria from the **T-Log Search** page. Selecting **Create Date From** is mandatory. You also may use the additional optional fields presented to filter and narrow your search results. The search form may be filtered by **Individual** name, Program (Site) names, Entered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



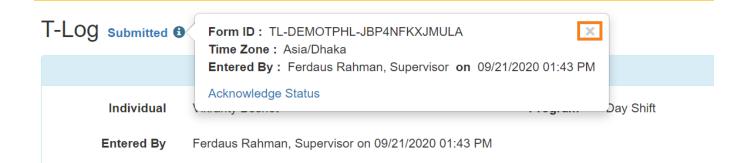
criteria. Click on the T-Log to view.



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 **Add Follow-up** button in the T-Log page to add follow-up comments on this T-Log.



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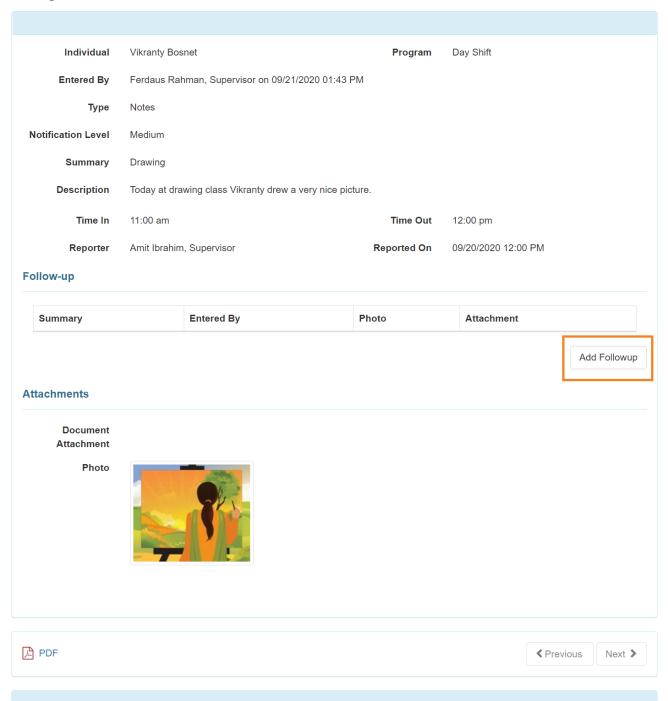
Delete

Update

T-Log submitted 6

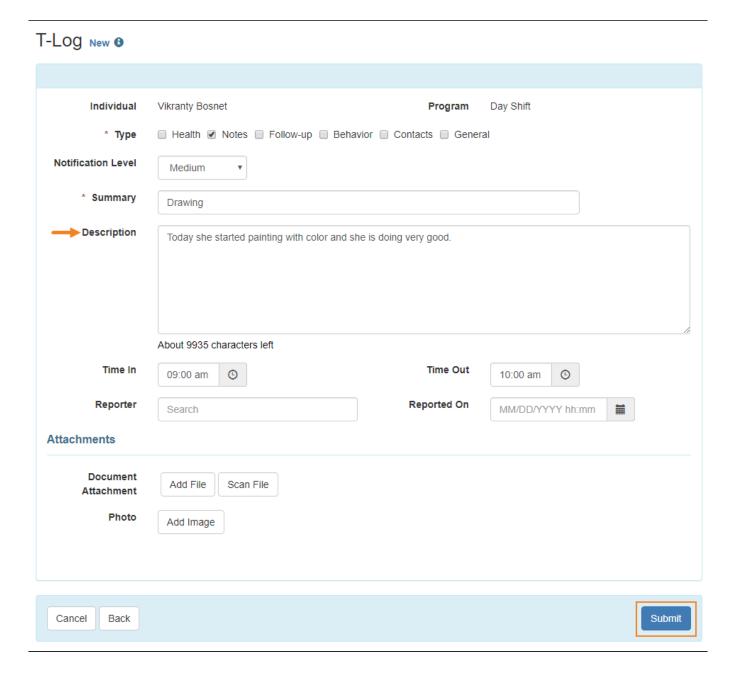
Cancel

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

