Search and Add Follow-up on T-Logs

Search T-Log:

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

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

Filter										15		Records
NL	Individual	Summary	Photo	Attachment	Program Name	Entered By	Create Date	Status	Type	Form ID		
Medium	Bosnet, Vikranty	Drawing			Day Shift	Rahman, Ferdaus	07/28/2019	Submitted	N	TL-DEMOTPHL-H9W4NGBZ7MULE		
Medium	Bosnet, Vikranty	Drawing	Yes		Day Shift	Rahman, Ferdaus	07/21/2019	Submitted	N	TL-DEMOTPHL-H9P4NFHZUMULW		

Showing 1 to 2 of 2 entries   Previous | 1 | Next

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.

T-Log Submitted ⓘ ⟵

Individual	Vikranty Bosnet	**Program**	Day Shift
Entered By	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	Today at drawing class Vikranty drew a very nice picture.		
Time In	11:00 am	**Time Out**	12:00 pm
Reporter	Amit Ibrahim, Supervisor	**Reported On**	09/20/2020 12:00 PM

T-Log Submitted ⓘ

Form ID :	TL-DEMOTPHL-JBP4NFKXJMULA
Time Zone :	Asia/Dhaka
Entered By :	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM

Acknowledge Status

| Individual | ~~Vikramy Boohet~~ | Program | Day Shift |
| Entered By | Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM | | |

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.

T-Log Submitted ⓘ

Individual	Vikranty Bosnet	**Program**	Day Shift
Entered By	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	Today at drawing class Vikranty drew a very nice picture.		
Time In	11:00 am	**Time Out**	12:00 pm
Reporter	Amit Ibrahim, Supervisor	**Reported On**	09/20/2020 12:00 PM

Follow-up

Summary	Entered By	Photo	Attachment

Add Followup

Attachments

Document Attachment

Photo

PDF

◀ Previous | Next ▶

Cancel | Back | SComm | Delete | Update

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.

T-Log New ⓘ

Individual	Vikranty Bosnet **Program** Day Shift
* **Type**	☐ Health ☑ Notes ☐ Follow-up ☐ Behavior ☐ Contacts ☐ General
Notification Level	Medium ▼
* **Summary**	Drawing
→ **Description**	Today she started painting with color and she is doing very good.

About 9935 characters left

Time In	09:00 am 🕐 **Time Out** 10:00 am 🕐
Reporter	Search **Reported On** MM/DD/YYYY hh:mm 📅

Attachments

Document Attachment	Add File Scan File
Photo	Add Image

Cancel   Back   **Submit**

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 ℹ

Individual	Vikranty Bosnet	**Program**	Day Shift
Entered By	Ferdaus Rahman, Supervisor on 09/21/2020 01:48 PM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	Today she started painting with color and she is doing very good.		
Time In		**Time Out**	
Reporter		**Reported On**	

Follow-up

Summary	Entered By	Photo	Attachment
Drawing	Ferdaus Rahman, Supervisor, 09/21/2020 01:43:43 PM	Yes	
Drawing	Ferdaus Rahman, Supervisor, 09/22/2020 01:48:36 PM		

Add Followup

Attachments

Document Attachment

Photo

PDF

Previous   Next

Cancel   Back   SComm   Delete   Update