

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	<ul style="list-style-type: none"> T-Log - New Search <ul style="list-style-type: none"> View: 7 High, 5 Medium, 8 Low General Event Reports (GER) - New Search <ul style="list-style-type: none"> Review: 0 High, 1 Medium, 0 Low Approve: 0 High, 1 Medium, 0 Low ISP Data - New Search <ul style="list-style-type: none"> Acknowledge: 0 High, 3 Medium, 0 Low ISP Program - New Search <ul style="list-style-type: none"> Approve: 0 High, 1 Medium, 0 Low 			
Health				
Admin				
Agency Reports				
Individual Home Page				


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

To Do	Care
Individual	<ul style="list-style-type: none"> T-Log: New Search Archive Case Note: New Search Archive Bulk PDF General Event Reports (GER): New Search Witness Report (GER): Search
Health	
Admin	
Agency Reports	

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.

T-Log Search

Individual	<input type="text" value="Vikranty Bosnet"/>	<input type="button" value="Q"/>
Program (Site)	<input type="text" value="Search"/>	
Entered By	<input type="text" value="Search"/>	
Form ID	<input type="text"/>	
* Create Date From	<input type="text" value="09/01/2020"/>	<input type="button" value="Calendar"/>
Create Date To	<input type="text" value="09/21/2020"/>	<input type="button" value="Calendar"/>
Notification Level	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Status	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Type	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Acknowledge Status	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Summary	<input type="text"/>	

 [Clear Selection](#)

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


NL	Individual	Summary	Program Name
Medium	Bosnet, Vikranty	Drawing	Day Shift

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 i ←

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 [Name] [Address] [City] [Country] [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 3

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

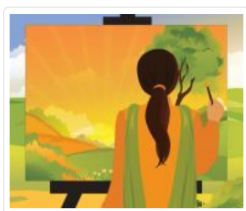
Summary	Entered By	Photo	Attachment
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Add Followup

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	<input type="checkbox"/> Health <input checked="" type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General		
Notification Level	Medium		
* Summary	Drawing		
Description	<p>Today she started painting with color and she is doing very good.</p> <p>About 9935 characters left</p>		
Time In	09:00 am	Time Out	10:00 am
Reporter	<input type="text" value="Search"/>	Reported On	MM/DD/YYYY hh:mm
Attachments			
Document Attachment	<input type="button" value="Add File"/>	<input type="button" value="Scan File"/>	
Photo	<input type="button" value="Add Image"/>		

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 📌

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

