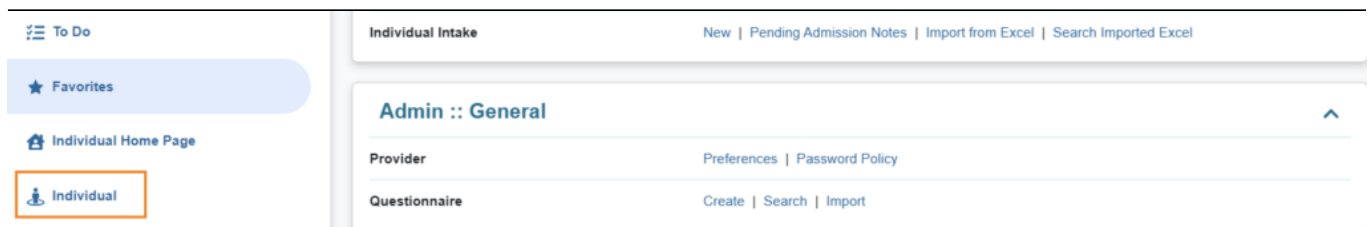


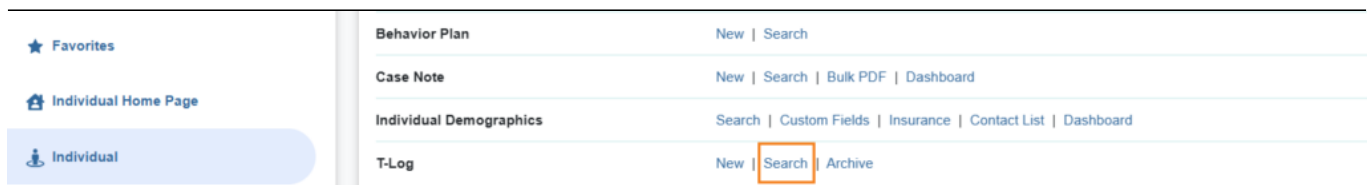
Search and Add Follow-up on T-Logs

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.

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](#)

Cancel

Search

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	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 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

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

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	Ferdous 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
<input type="button" value="Add Followup"/>			

Attachments

Document Attachment	
Photo	

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 ⓘ

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