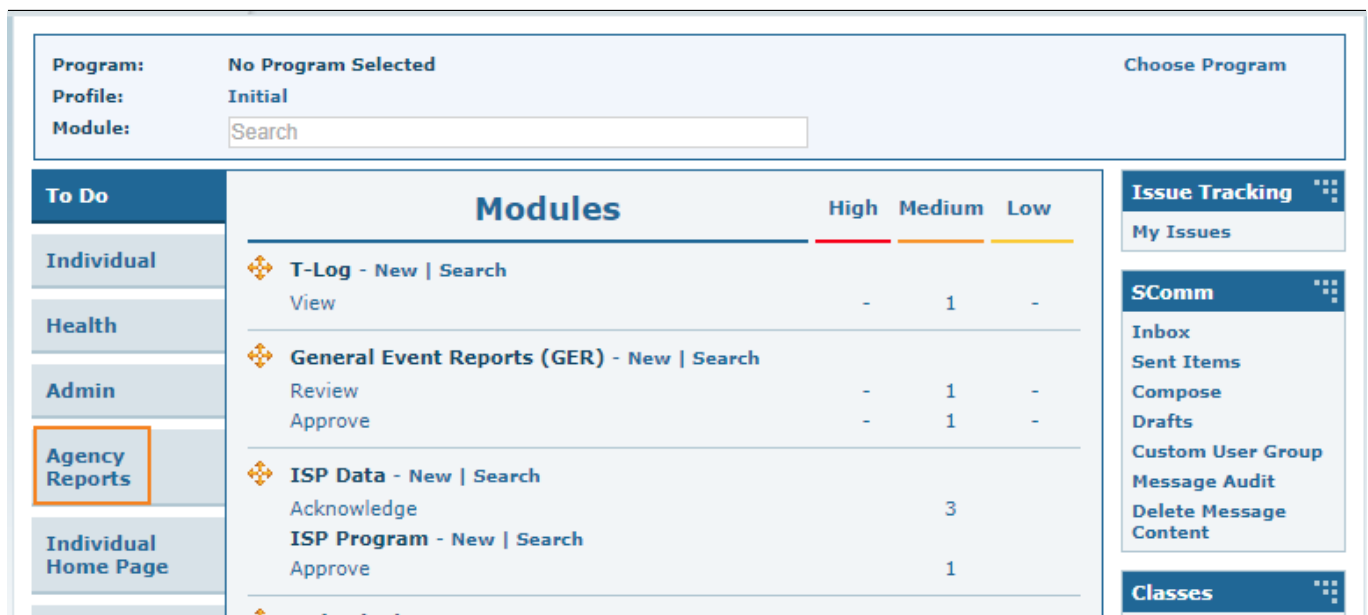


T-log Detailed Report

Therap's T-Log module offers a simple and effective way for agencies to enter and share daily shift notes, case notes, contact notes or logs efficiently. Users can generate detailed reports of the T-Log module to gather data related to an individual. The report can be searched by filtering individuals name, create date, notification level, status and type.

Users with the **Report Library** role can generate T-Log detailed reports.

1. Click on the **Agency Reports** tab from the dashboard.



The screenshot shows the Therap Global dashboard. At the top, there's a header with the Therap Global logo and tagline. Below the header, there's a navigation bar with several tabs: 'To Do', 'Individual', 'Health', 'Admin', 'Agency Reports' (which is highlighted with an orange border), and 'Individual Home Page'. To the right of the navigation bar, there's a 'Modules' section with a table showing the status of various modules. The table has columns for 'High', 'Medium', and 'Low' priority items. The 'Agency Reports' tab is selected, and the 'View' link next to 'T-Log - New | Search' is highlighted.

| Modules | High | Medium | Low |
|--|--------|--------|--------|
| T-Log - New Search View | - | 1 | - |
| General Event Reports (GER) - New Search Review Approve | - - | 1 1 | - - |
| ISP Data - New Search Acknowledge | | 3 | |
| ISP Program - New Search Approve | | 1 | |

On the right side of the dashboard, there are three main sections: 'Issue Tracking' (with a 'My Issues' link), 'SComm' (with links for 'Inbox', 'Sent Items', 'Compose', 'Drafts', 'Custom User Group', 'Message Audit', 'Delete Message', and 'Content'), and 'Classes'.

2. Click on the **View** link beside **Report Library**.

| | | | |
|----------------|------------------------------|---|---|
| To Do | <h2>Agency Wide Reports</h2> | | <h3>Issue Tracking</h3> <ul style="list-style-type: none">NewMy Issues |
| Individual | Staff Report | View | |
| Health | Demographic Report | View | |
| Admin | Last Login Information | View | |
| Agency Reports | Report Library | <div> View Assign Users To Report Assign Reports To User</div> | <h3>Classes</h3> <ul style="list-style-type: none">OverdueDueView Sign upsView Results/NotesTraining HistoryTraining Profile |

3. It will open the **List of Reports** page. Type **T-Log** on the **Report Name** field and click on the **Search** button.

List of Reports

Search Reports

Report Name: T-Log

Report Description:

Input Tags:

Search
Show All

129 items found, displaying 1 to 15.
[\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

4. After clicking on the **Search** button, it will show the **List of Reports** related to the T-Log module.

List of Reports

Search Reports

Report Name:

Report Description:

Input Tags:

2 items found, displaying all items.
1

Report Name

T-Log Acknowledgement Report

This report shows who has acknowledged T-Logs for a selected individual. Please do not search more than 6 months.

T-Log Detailed Report

This report contains all details from T-Logs of all individuals. Please do not search more than 2 months.

<< Back

5. Click on **T-Log Detailed Report** and it will open the **T-Log Detailed Report** page. Provide the **From Date** and **To Date** and click on the **Continue** button.

N.B. The date range must not be more than 2 months.

Report Name: T-Log Detailed Report

From Date:

05/01/2019



To Date:

05/31/2019



<< Back

Continue

6. It will open the **T-Log Detailed Report** page.

Report :: T-Log Detailed Report

[Export to Excel](#)

| Entered Date | Report Date | Notification Level | Individual First Name | Individual Middle Name | Individual Last Name | Individual ID Number | Individual Medicaid Number | Program | Summary | Begin Time | End Time | Duration (Hour) | Health Type | Notes Type | Follow-Up Type | Behavior Type | Contact Type | General Type | Submitter Employee Id | Submitted By | T-Log Content | Form ID | Status | Staff Reporter | Report Time | Has Attachment | Updated Date | Updated By |
|-------------------------|-------------|--------------------|-----------------------|------------------------|----------------------|----------------------|----------------------------|----------------------------------|-----------------------------------|------------|----------|-----------------|-------------|------------|----------------|---------------|--------------|--------------|-----------------------|----------------|---------------|----------------------------|-----------|----------------|-------------|----------------|--------------|------------|
| 05-MAY-2019 03:51:44 pm | | Low | Amit | | Hossain | 012345 | | Day Shift | Notes | | | 00:00 | | Yes | | | | | | Amit Ibrahim | Test | TL-DEMOTPHL-H774NFAZDMUL | Submitted | | | No | | |
| 09-MAY-2019 11:32:52 am | | Low | Ali | | Mohammad | | | Ma o Shishu Sreni N.B. | Drawing | | | 00:00 | | Yes | | | | | | Amit Ibrahim | Drew mango | TL-DEMOTPHL-H784NFIJZ8MULG | Submitted | | | No | | |
| 13-MAY-2019 04:03:48 pm | | Low | Anwar | | Rahman | | | Special Care For Gifted Children | Health | | | 00:00 | Yes | | | | | | | Ferdous Rahman | Fever | TL-DEMOTPHL-H7F4NFIJZQMULG | Submitted | | | No | | |
| 13-MAY-2019 06:22:22 am | | Medium | Thabang | | Motseko | | | Day Shift (Lesotho) | Occupational Therapy Intervention | | | 00:00 | | Yes | | | | | | Arnob Rahman | | TL-DEMOTPHL-H7F4NFIJZ9MULG | Submitted | | | No | | |
| 13-MAY-2019 10:22:05 am | | Low | Amit | | Hossain | 012345 | | Day Shift | Occupational Therapy Intervention | | | 00:00 | | Yes | | | | | | Arnob Rahman | | TL-DEMOTPHL-H7F4NFIJZ8MULG | Submitted | | | No | | |

Click on the **Export to Excel** link to download the report as an Excel file.

Report :: T-Log Detailed Report

[Export to Excel](#)

| Entered Date | Report Date | Notification Level | Individual First Name | Individual Middle Name | Individual Last Name | Individual ID Number | Individual Medicaid Number | Program | Site Name | Summary | Begin Time | End Time | Duration (Hour) | Health Type | Notes Type | Follow-Up Type | Behavior Type | Contact Type | General Type | Submitter Employee Id | Submitted By | T-Log Content | Form ID | Status | Staff Reporter | Report Time | Has Attachment |
|-------------------------|-------------|--------------------|-----------------------|------------------------|----------------------|----------------------|----------------------------|---------------------|------------------------------|---------------------|------------|----------|-----------------|-------------|------------|----------------|---------------|--------------|--------------|-----------------------|-----------------|---|---------------------------|-----------|----------------|-------------|----------------|
| 01-MAY-2020 02:03:35 am | | Low | Angela | | Mary | | | Morning Shift (PHL) | Demo Site (Philippines) | good day | | | 00:00 | | Yes | | | | | | Johanna Kroth | Angela had a good day today | TL-DEMOTPHL-J6Y4ND6ZKNULC | Submitted | | | No |
| 03-MAY-2020 03:38:24 pm | | High | Taufiq | | Tareq | | | Behavioral Therapy | DEMO SITE (BD) | High Fever | | | 00:00 | Yes | | | | | | | Imran Rahman | We have contacted his parents. They informed that he is recovering well. | TL-DEMOTPHL-J754ND8RLMUL4 | Submitted | | | No |
| 04-MAY-2020 01:25:40 am | | Low | Imran | | Hossain | 101 | | Day Shift | DEMO SITE (BD) | Therapy | | | 00:00 | | Yes | | | | | | Amit Ibrahim | Took occupational therapy for ten minutes. | TL-DEMOTPHL-J754ND8Y4MULX | Submitted | | | No |
| 04-MAY-2020 02:59:20 pm | | Low | Arthur | | Fleck | | | ADD DEMO Program | ADD International Bangladesh | Test | | | 00:00 | | Yes | | | | | | Nafisa Morsalin | test | TL-DEMOTPHL-J762KJW8VMUL8 | Submitted | | | No |
| 10-MAY-2020 02:47:34 pm | | Low | Niloy | | Chowdhury | | | Day Shift | DEMO SITE (BD) | Followup | | | 00:00 | | Yes | | | | Yes | | Anwar Hossain | - He is missing his school - He doesn't want to learn any academic book - He doesn't participate in any home game | TL-DEMOTPHL-J7C4NDCTTMULX | Submitted | | | No |
| 17-MAY-2020 03:02:28 | | Low | Vikranty | | Bosnet | | | Day Shift | DEMO SITE (BD) | Follow up - Vikrant | | | 00:00 | | Yes | | | | Yes | | Anwar Hossain | 1. He is missing his school 2. Parents told me he has some behavior issue | TL-DEMOTPHL-J7K4NDLQMMUL5 | Submitted | | | No |