## **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.

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

Program: Profile: Module:	No Program Selected Initial Search				Choose Program
To Do	Modules	High	Medium	Low	Issue Tracking My Issues
Individual	T-Log - New   Search View	-	1	-	SComm
Health	General Event Reports (GER) - New   Search				Inbox Sent Items
Admin	Review	-	1	-	Compose
Agency	Approve	-	1	-	Drafts Custom User Grou
eports	Acknowledge ISP Program - New   Search		3		Message Audit Delete Message Content
lome Page	Approve		1		Classes

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

2. Click on the View link beside Report Library.

To Do	Agency	Wide Reports	Issue Tracking
Terallycidenal	Agency	New	
Individual	Staff Report	View	My Issues
Health	Demographic Report	View	Classes
Admin	Last Login Information	View	Overdue Due
Agency Reports	Report Library	View   Assign Users To Report   Assign Reports To User	View Sign ups View Results/Notes Training History
			Training Profile

**herap**<sup>°</sup>Global

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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.



earch Reports	
Report Name:	T-Log
Report Description:	
Input Tags:	
	Search Show All
	2 items found, displaying all items. 1
Report Name	
T-Log Acknowledgement R This report shows who ha	eport as acknowledged T-Logs for a selected individual. Please do not search more than 6 months.
T-Log Detailed Report	

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.

	<b>Report Name: T-Log Detailed Report</b>	
From Date: To Date:	05/01/2019	
<< Back		Continue

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



	Report :: T-Log Detailed Report																											
														Expo	t to Excel													
Entered Date	Report Date	Notification Level	Individual First Name	Individual Middle Name	Individual Last Name	Individual ID Number	Individua Medicaid Number	Program	Summary	Begin Time	End Time	Duration (Hour)	Health Type	Notes Type	Follow- Up Type	Behavior Type	Contact Type	Genera Type	Submitte Employee	Submittee By	T-Log Content	Form ID	Status	Staff Reporter	Report Time	Has Attachment	Updated Date	Updat By
05-MAY- 2019 03:51:44 pm	4	Low	Amit		Hossain	012345		Day Shift	Notes			00:00		Yes						Amit Ibrahim	Test	TL-DEMOTPHL- H774NFAZDMUL	Submitteo			No		
09-MAY- 2019 11:32:52 am	2	Low	Ali		Mohammad			Ma o Shishu Sreni N.B.	Drawing			00:00		Yes						Amit Ibrahim	Drew mango	TL-DEMOTPHL- H7B4NFJZ8MULG	Submitted	1		No		
13-MAY- 2019 04:03:48 pm	3	Low	Anwar		Rahman			Special Care For Gifted Children	Health			00:00	Yes							Ferdaus Rahman	Fever	TL-DEMOTPHL- H7F4NFPZQMULY	Submittee			No		
13-MAY- 2019 06:22:22 am	2	Medium	Thabang		Motseko			Day Shift (Lesotho)	Occupational Therapy Intervention			00:00		Yes						Arnob Rahman		TL-DEMOTPHL- H7F4NFNZ9MULT	Submitted	1		No		
13-MAY- 2019 10:22:0 am	5	Low	Amit		Hossaain	012345		Day Shift	Occupational Therapy Intervention			00:00		Yes						Arnob Rahman		TL-DEMOTPHL- H7F4NFNZ8MUL8	Submitted	5		No		

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

Report :: T-Log Detailed Report																											
									_				Expor	t to Exce													
Entered Date	Report Date	Notification Level	Individua First Name	l Individua Middle Name	Individual Last Name	Individua ID Number	l Individual Medicaid Number	Program	Site Name	Summary	Begin Time	End Time	Duration (Hour)	Health Type	Notes Type	Follow- Up Type	Behavio Type	r Contaci Type	t Genera Type	Submitter Employee Id	Submittee By	T-Log Content	Form ID	Status	Staff Reporter	Report Time	Has Attachment
01-MAY 2020 02:03:3 am	5	Low	Angela		Mary			Morning Shift (PHL)	Demo Site (Philippines)	good day			00:00		Yes						Johanna Kroth	Angela had a good day today	TL-DEMOTPHL- J6Y4ND6ZKMULC	Submitted	t		No
03-MAY 2020 03:38:2 pm	:4	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	t		No
04-MAY 2020 01:25:4 am	0	Low	Imran		Hossain	101		Day Shift	DEMO SITE (BD)	Therapy			00:00		Yes						Amit Ibrahim	Took occupational therapy for ten minutes.	TL-DEMOTPHL- J754ND8Y4MULX	Submittee	ł		No
04-MAY 2020 02:59:2 pm	:0	Low	Arthur		Fleck			ADD DEMO Program	ADD International Bangladesh	Test			00:00		Yes						Nafisa Morsalin	test	TL-DEMOTPHL- J762KJW8VMUL8	Submitted	ł		No
10-MAY 2020 02:47:3 pm	:4	Low	Niloy		Chowdhury			Day Shift	DEMO SITE (BD)	Followup			00:00		Yes				Yes		Anwar Hossain	<ul> <li>He is missing his school - He doesn't want to learn any academic book</li> <li>He doesn't participate in any home game</li> </ul>	TL-DEMOTPHL- J7C4NDCTTMULX	Submitted	1		No
17-MAY 2020 03:02:2		Low	Vikranty		Bosnet			Day Shift	DEMO SITE (BD)	Follow up - Vikrant			00:00		Yes				Yes		Anwar Hossain	<ol> <li>He is missing his school 2.</li> <li>Parents told me he has some behavior issue</li> </ol>	TL-DEMOTPHL- J7K4NDLOMMUL5	Submitted	t		No