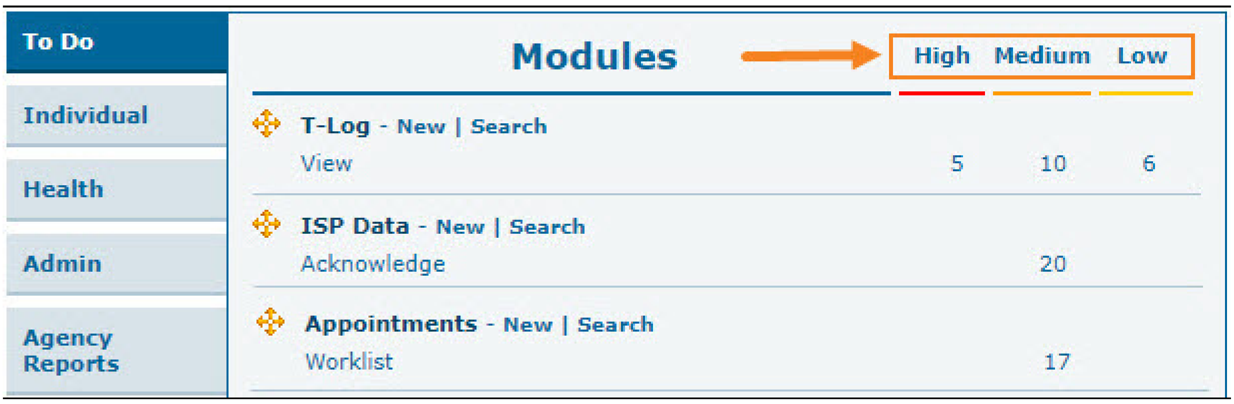
To Do Tab

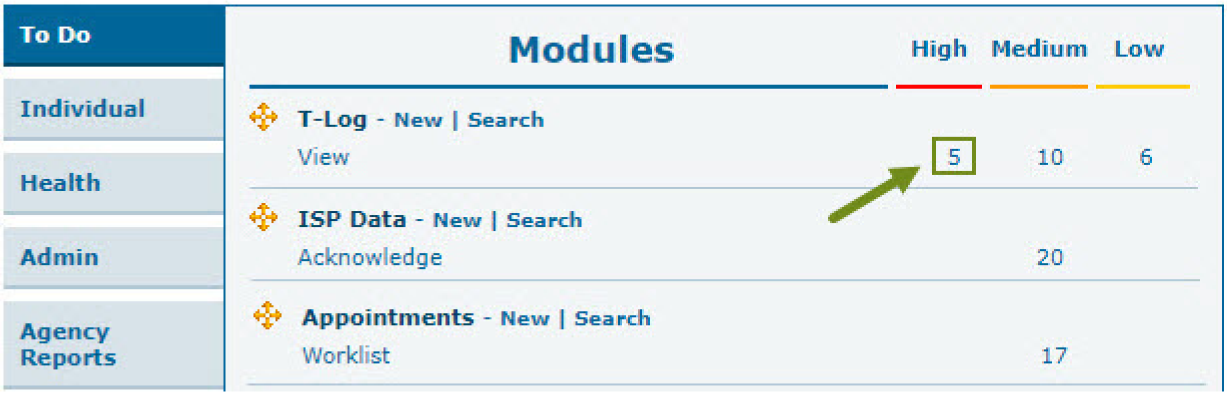
Users can find their workloads including Worklist, Approve list, Review list, Follow up list etc. divided up by module in **To Do** tab.

1. Users can view how many T-Logs, ISP Data, Appointment etc. forms has been created by other users.

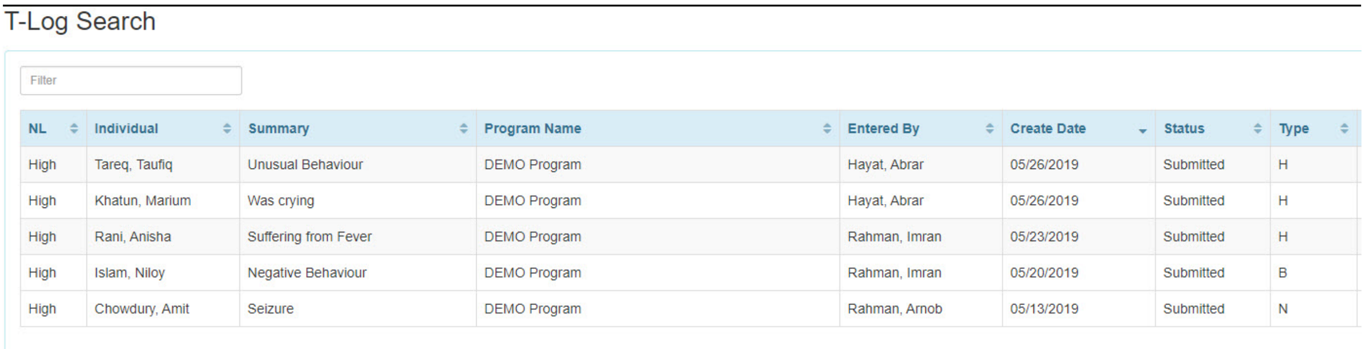


Users can view forms with various notification level High, Medium and Low for T-Log.

2. Click on the count number to view the form list.



Example, By clicking on **5** in High Notification T-Log it will open a new page where all **High** notification T-Log will be displayed.



T-Log Search

Filter

NL	Individual	Summary	Program Name	Entered By	Create Date	Status	Type
High	Tareq, Taufiq	Unusual Behaviour	DEMO Program	Hayat, Abrar	05/26/2019	Submitted	H
High	Khatun, Marium	Was crying	DEMO Program	Hayat, Abrar	05/26/2019	Submitted	H
High	Rani, Anisha	Suffering from Fever	DEMO Program	Rahman, Imran	05/23/2019	Submitted	H
High	Islam, Niloy	Negative Behaviour	DEMO Program	Rahman, Imran	05/20/2019	Submitted	B
High	Chowdury, Amit	Seizure	DEMO Program	Rahman, Arnob	05/13/2019	Submitted	N

Dashboard counts for modules will usually remain on the To Do tab for 30 days. The exceptions are noted in the table below:

Module	Count	Days
T-Log	High	8
T-Log	Medium	5
T-Log	Low	3
Health Tracking – Appointments	Worklist	30*
Individual Data form (IDF)	Worklist	90
ISP Plan	Acknowledge	45

*If for **Appointment** module, the Appointment Date is later than 30 days after the Appointment form has been created, the saved Appointment form will remain under the To Do tab till the date set for Appointment Date.