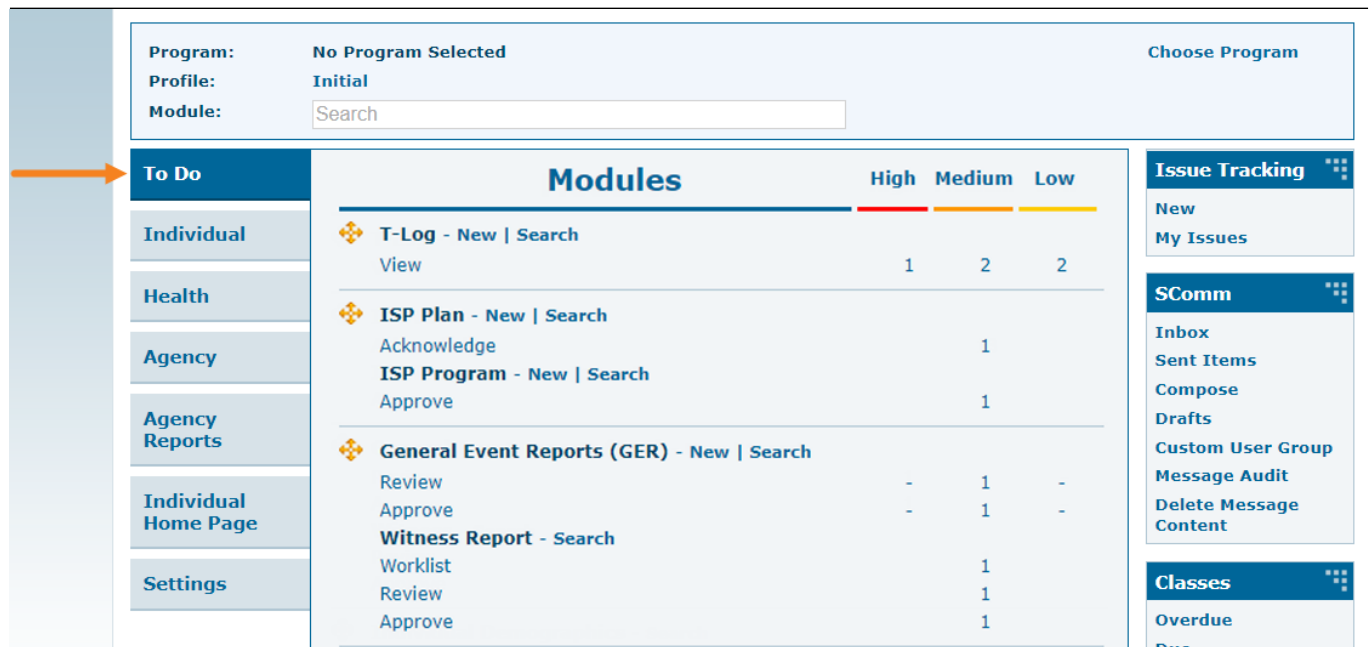


## View and Acknowledge T-Log from To Do Tab

Users assigned with the **T-Log View** role can view and acknowledge T-Log from the **To Do** Tab on Dashboard

1. Click on the **To Do** Tab from **Dashboard**



Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	<input type="text" value="Search"/>	
<b>To Do</b>	<b>Modules</b>	<b>High Medium Low</b>
Individual	<b>T-Log - New   Search</b> View	1 2 2
Health	<b>ISP Plan - New   Search</b> Acknowledge <b>ISP Program - New   Search</b> Approve	1 1
Agency	<b>General Event Reports (GER) - New   Search</b> Review Approve <b>Witness Report - Search</b> Worklist Review Approve	- 1 - - 1 - 1 1 1
Agency Reports		
Individual Home Page		
Settings		

**Issue Tracking**  
 New  
 My Issues

**SComm**  
 Inbox  
 Sent Items  
 Compose  
 Drafts  
 Custom User Group  
 Message Audit  
 Delete Message Content

**Classes**  
 Overdue  
 Due

2. Click on the **View** link below **T-Log** section on the **To Do** Tab.

**Program:** No Program Selected

**Profile:** Initial

**Module:**

Choose Program

**To Do**

Individual

Health

Agency

Agency Reports

Individual Home Page

Settings

**Modules**

	High	Medium	Low
<p>❖ <b>T-Log - New   Search</b></p> <p>View ←</p>	1	2	2
<p>❖ <b>ISP Plan - New   Search</b></p> <p>Acknowledge</p> <p><b>ISP Program - New   Search</b></p> <p>Approve</p>		1	
<p>❖ <b>General Event Reports (GER) - New   Search</b></p> <p>Review</p> <p>Approve</p> <p><b>Witness Report - Search</b></p> <p>Worklist</p> <p>Review</p> <p>Approve</p>	-	1	-

**Issue Tracking**

New

My Issues

**SComm**

Inbox

Sent Items

Compose

Drafts

Custom User Group

Message Audit

Delete Message Content

**Classes**

Overdue

Due

The **T-Log Search** page will open and display the list of T-Logs.

#### T-Log Search

15 Records

NL	Individual	Summary	Program Name	Entered By	Create Date	Status	Type	Form ID
High	Chowdhury, Niloy	test	Day Shift	Hossain, Anwar	11/20/2019	Submitted	N	TL-DEMOTPHL-HDN4NGFZDMULX
Medium	Motseko, Thabang	Drawing	Day Shift (Lesotho)	Rahman, Ferdous	11/20/2019	Submitted	N	TL-DEMOTPHL-HDN4NGFZ6MULS
Medium	Ahmed, Tafsir	Health	Behaviour	Rahman, Ferdous	11/20/2019	Submitted	H	TL-DEMOTPHL-HDN4NGFZ4MULL
Low	Hossain, Amit	Today's Activities	Day Shift	Ibrahim, Amit	11/20/2019	Submitted	N	TL-DEMOTPHL-HDM4NGAZ2MULC
Low	Hossain, Imran	Painting	Day Shift	Ibrahim, Amit	11/20/2019	Submitted	N	TL-DEMOTPHL-HDM4NGAYXMUL7

Showing 1 to 5 of 5 entries

Previous

1

Next

3. Click on the name of the **Individual** for viewing the preferred T-Log from the list.

## T-Log Search

15 Records

NL	Individual	Summary	Program Name	Entered By	Create Date	Status	Type	Form ID
High	Chowdhury, Niloy	test	Day Shift	Hossain, Anwar	11/20/2019	Submitted	N	TL-DEMOTPHL-HDN4NGFZDMULX
Medium	<span style="border: 2px solid orange; padding: 2px;">Motseko, Thabang</span>	Drawing	Day Shift (Lesotho)	Rahman, Ferdaus	11/20/2019	Submitted	N	TL-DEMOTPHL-HDN4NGFZ6MULS
Medium	Ahmed, Tafsir	Health	Behaviour	Rahman, Ferdaus	11/20/2019	Submitted	H	TL-DEMOTPHL-HDN4NGFZ4MULL
Low	Hossain, Amit	Today's Activities	Day Shift	Ibrahim, Amit	11/20/2019	Submitted	N	TL-DEMOTPHL-HDM4NGAZ2MULC
Low	Hossain, Imran	Painting	Day Shift	Ibrahim, Amit	11/20/2019	Submitted	N	TL-DEMOTPHL-HDM4NGAYXMUL7

Showing 1 to 5 of 5 entries

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[Next](#)

The T-Log for the respective Individual will be displayed.

## T-Log Submitted ⓘ


<b>Individual</b>	Thabang Motseko	<b>Program</b>	Day Shift (Lesotho)
<b>Entered By</b>	Ferdaus Rahman, Supervisor on 11/20/2019 10:06 AM		
<b>Type</b>	Notes		
<b>Notification Level</b>	Medium		
<b>Summary</b>	Drawing		
<b>Description</b>	She drew a beautiful picture in the drawing class.		
<b>Time In</b>		<b>Time Out</b>	
<b>Reporter</b>		<b>Reported On</b>	

**Follow-up**

Summary	Entered By	Photo	Attachment
<div>Add Followup</div>			

**Attachments**

Document Attachment
Photo

 PDF
 

◀ Previous

Next ▶

Cancel

Back

SComm

Delete


Update

Acknowledge

Acknowledge & Next

4. Click on the **Acknowledge** button at the bottom of the page to acknowledge the T-Log. This will mark the T-Log as read. You may click on the **Acknowledge & Next** button, to

acknowledge the current T-log and go to the next T-log for viewing/acknowledging.

 PDF
 ◀ Previous Next ▶

Cancel Back
SComm Delete Update Acknowledge Acknowledge & Next

### Note:

- Clicking on the **Acknowledge** button will display the list of T-Logs of the **T-Log Search** page again. From there, users will be able to view and acknowledge additional T-Logs if needed.

T-Log Search

15 Records

NL	Individual	Summary	Program Name	Entered By	Create Date	Status	Type	Form ID
High	Chowdhury, Niloy	test	Day Shift	Hossain, Anwar	11/20/2019	Submitted	N	TL-DEMOTPHL-HDN4NGFZDMULX
Medium	Ahmed, Tafsir	Health	Behaviour	Rahman, Ferdous	11/20/2019	Submitted	H	TL-DEMOTPHL-HDN4NGFZ4MULL
Low	Hossain, Amit	Today's Activities	Day Shift	Ibrahim, Amit	11/20/2019	Submitted	N	TL-DEMOTPHL-HDM4NGAZ2MULC
Low	Hossain, Imran	Painting	Day Shift	Ibrahim, Amit	11/20/2019	Submitted	N	TL-DEMOTPHL-HDM4NGAYXMUL7

Showing 1 to 4 of 4 entries
Previous 1 Next

- Clicking on the **Acknowledge & Next** button will mark the T-Log as read and will open the next T-Log.

 PDF

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Next ▶

Cancel

Back

SComm

Delete

Update

Acknowledge

Acknowledge & Next

## T-Log Submitted ⓘ

**Individual** Tafsir Ahmed

**Program** Behavioral Therapy

**Entered By** Imran Rahman, Teacher on 09/20/2020 05:19 PM

**Type** Health

**Notification Level** Low

**Summary** Fever

**Description** He is suffering from fever for the last couple of days.

**Time In**

**Time Out**

**Reporter**

**Reported On**

### Follow-up

Summary

Entered By

Photo

Attachment

Add Followup

### Attachments

Document  
Attachment

Photo

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Next ▶

Cancel

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SComm

Delete

Update

Acknowledge

Acknowledge & Next