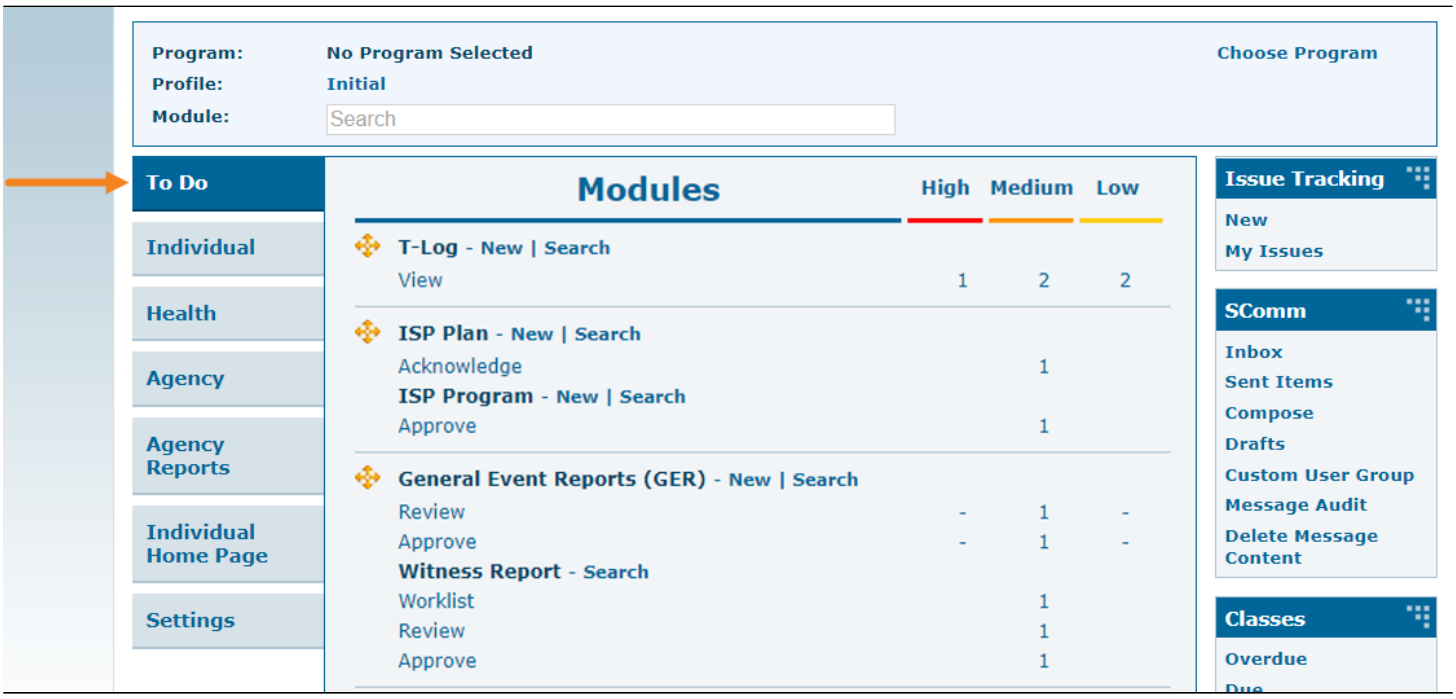
View and Acknowledge T-Log from To Do Tab

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**



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

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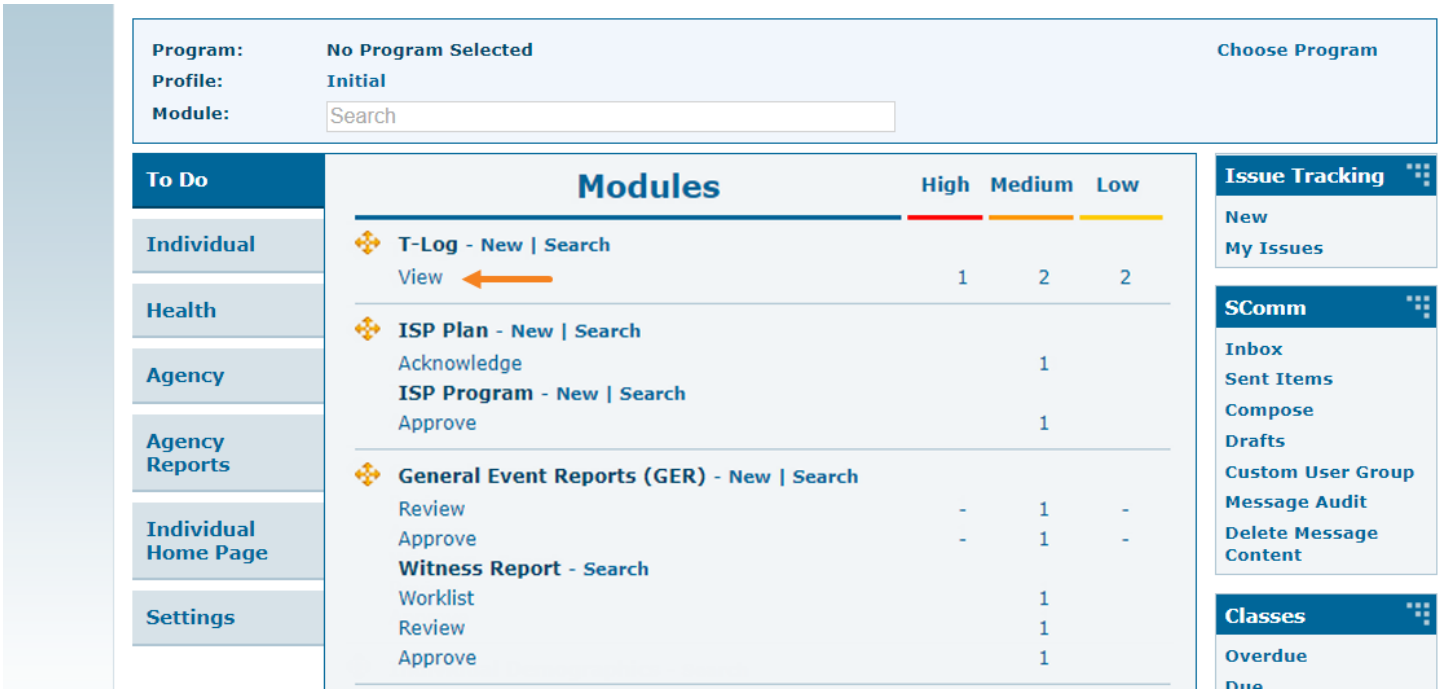
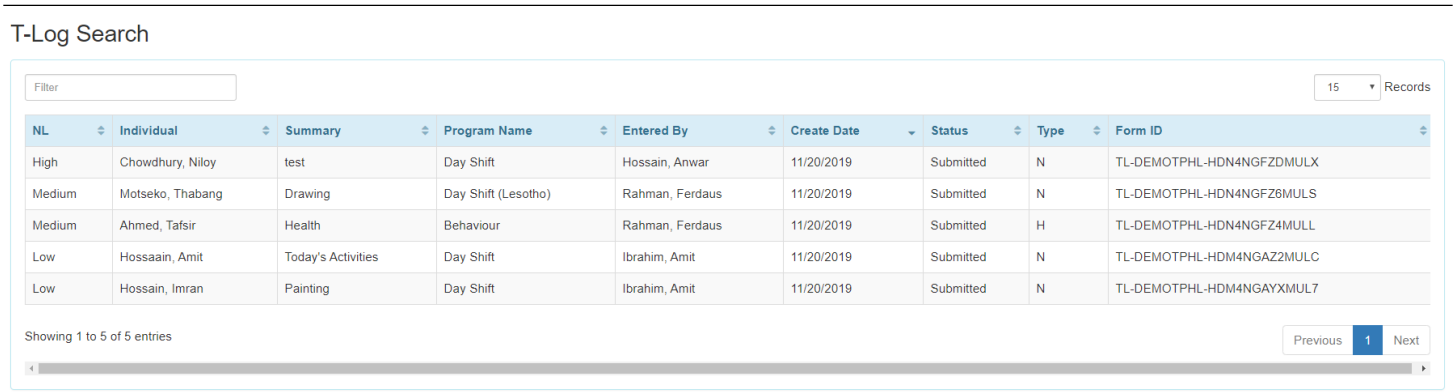


The **T-Log Search** page will open and display the list of T-Logs.



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, 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	Hossaain, 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

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

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T-Log Search

Filter

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, 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	Hossaain, 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

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

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T-Log Submitted

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

Follow-up

Summary	Entered By	Photo	Attachment

Add Followup

Attachments

Document Attachment

Photo

PDF

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Cancel Back SComm Delete Update Acknowledge Acknowledge & Next

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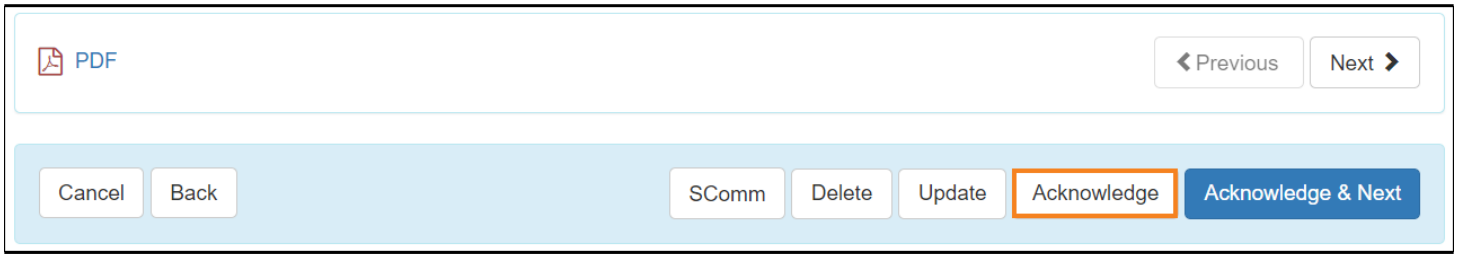
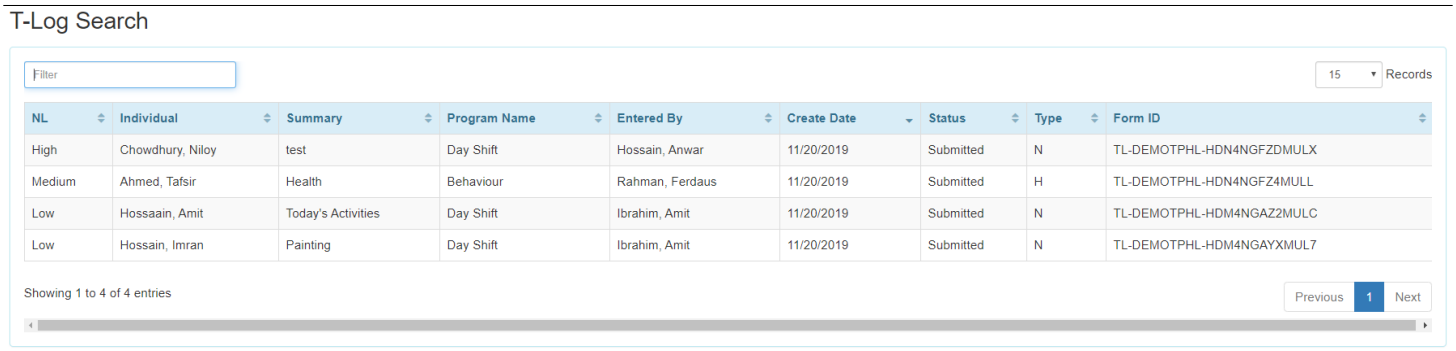
4. Click on the **Acknowledge** button at the bottom of the page to acknowledge the T-Log. This will mark the T-Log as read. You may click on the **Acknowledge & Next** button, to acknowledge the current T-log and go to the next T-log for viewing/acknowledging.



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.



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, Ferdaus	11/20/2019	Submitted	H	TL-DEMOTPHL-HDN4NGFZ4MULL
Low	Hossaain, 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

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

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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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