


Pagawa ng Bagong T-Log

Ang mga users na may **T-Log Entry** role ay maaaring makagawa ng T-Logs.

1. I-click ang **Individual** tab sa Dashboard.

To Do	Modules	High	Medium	Low
Individual	<div>T-Log - New Search</div> <div>View</div>	7	5	8
Health	<div>General Event Reports (GER) - New Search</div> <div>Review</div> <div>Approve</div>	-	1	-
Admin	<div>ISP Data - New Search</div> <div>Acknowledge</div> <div>ISP Program - New Search</div> <div>Approve</div>		3	1
Agency Reports				
Individual Home Page				

2. I-click ang **New** link sa hilera ng T-Log.

To Do	Care
Individual	<div>T-Log  New Search Archive</div>
Health	<div>Case Note</div> <div>New Search Archive Bulk PDF</div>
Admin	<div>General Event Reports (GER)</div> <div>New Search</div>
Agency Reports	<div>Witness Report (GER)</div> <div>Search</div>

3. Piliin ang nais na Program mula sa **Select Program For T-Log** page.

Select Program For T-Log

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Filter

15

Records

Program Name	Site Name	Program Type	Cost Center Number	Program ID
Daily Activities	DEMO SITE DHAKA BD	Behavior Therapy		002
Day Shift	DEMO SITE (BD)	School		01
Day Shift (Lesotho)	Demo Site (Lesotho)	School		555

4. I-click ang **Name of the Individual** na gagawan ng T-Log.

T-Log Search

Filter

15Records

NL	Individual	Summary	Photo	Attachment	Program Name	Entered By	Create Date	Status	Type	Form ID
Medium	Bosnet, Vikranty	Drawing			Day Shift	Rahman, Ferdaus	07/28/2019	Submitted	N	TL-DEMOTPHL-H9W4NGBZ7MULE
Medium	Bosnet, Vikranty	Drawing	Yes		Day Shift	Rahman, Ferdaus	07/21/2019	Submitted	N	TL-DEMOTPHL-H9P4NFHZUMULW

Showing 1 to 2 of 2 entries

Previous

1

Next

Ang T-Log page ay makikita.

T-Log New ⓘ

Individual	Vikranty Bosnet	Program	Day Shift
Entered By	Ferdaus Rahman, Supervisor		
* Type	<input type="checkbox"/> Health <input type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General		
Notification Level	<div>Low ▾</div>		
* Summary	<div></div>		
Description	<div></div>		
About 10000 characters left			
Time In	<div>hh:mm a</div> <div>🕒</div>	Time Out	<div>hh:mm a</div> <div>🕒</div>
Reporter	<div>Search</div>	Reported On	<div>MM/DD/YYYY hh:mm</div> <div>📅</div>

Attachments

Document Attachment	<div>Add File</div> <div>Scan File</div>
Photo	<div>Add Image</div>

Cancel

Back

Submit

- 5.
- Piliin ang **Type** ng T-Log sa pamamagitan ng pag-click sa checkbox. Maaaring pumili ng higit sa isang checkbox, ang mahalaga ay dapat meron isang napili. Ang T-log type

ay maaaring makatulong sa mga susunod na paghahanap.

- Piliin ang nais na Notification Level mula sa High, Medium, or Low depende sa pangangailangan.

→ * **Type** ☐ Health ☒ Notes ☐ Follow-up ☐ Behavior ☐ Contacts ☐ General

Notification Level

Medium ▼

6.

- Maglagay ng summary o headline para sa T-Log sa **Summary** field.
- Isulat ang nais na content ng T-Log sa **Description** field.

* **Summary**

Drawing

Description

Today at drawing class, Vikraty drew a very nice picture.

About 9943 characters left

7. I-click ang clock icon sa hilera ng **Time in** at **Time out** sections upang ilagay ang time range ng inyong impormasyon. (Ang Time In/Time Out feature ay opsyonal lamang, at maaaring i-enable sa T-Log section sa ilalim ng Provider “Preferences” sa admin tab.)

→ **Time In**

10:00 am



Time Out

11:00 am



8. Ang T-log module ay maraming opsyonal na fields na kung nais ay maari mong kumpletuhin:

- Awtomatikong ilalagay ng system ang user's name bilang siyang gumawa ng T-Log. Maaari mong ilagay ng pangalan ng reporter sa **Reporter** section kung ito ay inireport ng ibang user.
- Awtomatikong irerecord ng system ang date kung kailan nakumpleto ang T-log, maaari mo din i-click ang **Calendar** icon sa hilera ng **Reported on** section upang piliin ang nais na date ng report.

The screenshot displays the T-log module interface. At the top, the 'Reporter' field is highlighted with an orange box and contains the text 'Amit Ibrahim / Supervisor'. To the right, the 'Reported On' field shows the date and time '09/01/2024 03:06 pm' and is also highlighted with an orange box. Below the 'Reporter' field is the 'Attachment(s)' section, which includes 'Document Attachment' with 'Add File' and 'Scan File' buttons, and 'Photo' with an 'Add Image' button. At the bottom left are 'Cancel' and 'Back' buttons, and at the bottom right is a 'Submit' button. A calendar pop-up is shown over the 'Reported On' field, displaying the month of September 2024. The date '09/01/2024' is selected. Below the calendar, a time picker is shown with the time '09:00 AM' selected. An orange arrow points from the clock icon in the calendar to the time picker.

9. Kung nais, maaari din maglagay ng document o photo sa T-log.

- I-click ang **Add File or Scan File** button sa hilera ng **Document Attachment** upang mag-attach ng file.
- I-click ang **Add Image** button sa hilera ng **Photo** upang mag-attach ng photo.

Attachments

**Document
Attachment**

Add File

Scan File

Photo

Add Image

N:B: Ang pinakamalaking size ng file at photo ay 3 mb lamang.

10. Kung nabago na ang mga impormasyon na nais baguhin i-click ang **Submit** button na nasa pinaka baba sa kanang bahagi ng form.

Cancel

Back

Submit

11. Matapos i-click ang submit button lalabas ang sumusunod na mensahe.

The form TL-DEMOTPHL-H9P4NFHZUMULW has been Successfully Submitted