

Paghanap at Pagdagdag ng Follow-up sa T-Logs

Hanapin ang T-Log:

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 **Search** link sa hilera ng T-Log.

To Do	Care
Individual	<div>T-Log</div> <div>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 search criteria mula sa **T-Log Search** page. Ang pag-pili ng **Create Date From** ay mandatory. Maaaring gumamit ng additional optional fields upang i-filter at paliitin ang mga resulta. Ang mga search form ay maaaring i-filter ayon sa **Individual** name, Program (Site) names, Entered By, **Create Date To**, atbp. I-click ang **Search** button matapos makapili ng search criteria.

T-Log Search

Individual	<input type="text" value="Vikranty Bosnet"/> <input style="border: 1px solid orange;" type="button" value="Q"/>
Program (Site)	<input type="text" value="Search"/>
Entered By	<input type="text" value="Search"/>
Form ID	<input type="text"/>
* Create Date From	<input type="text" value="09/01/2020"/> <input style="border: 1px solid orange;" type="button" value="Calendar"/>
Create Date To	<input type="text" value="09/21/2020"/> <input style="border: 1px solid orange;" type="button" value="Calendar"/>
Notification Level	<input type="text" value="- Please Select -"/>
Status	<input type="text" value="- Please Select -"/>
Type	<input type="text" value="- Please Select -"/>
Acknowledge Status	<input type="text" value="- Please Select -"/>
Summary	<input type="text"/>

 [Clear Selection](#)

4. Ang T-Log search results ay magpapakita ng listahan ng T-Logs ayon sa napili na search

criteria. I-click ang T-Log upang makita.

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

5. Mula sa T-Log page, kung i-click ang **i** icon, makikita ang **Form ID**, **Entered by** at ang **Date** at **Time** ng T-Log. I-click ang **x** icon kung nais isara ang box.

T-Log Submitted

Individual	Vikranty Bosnet	Program	Day Shift
Entered By	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	Today at drawing class Vikranty drew a very nice picture.		
Time In	11:00 am	Time Out	12:00 pm
Reporter	Amit Ibrahim, Supervisor	Reported On	09/20/2020 12:00 PM

T-Log Submitted ⓘ

Form ID : TL-DEMOTPHL-JBP4NFKXJMULA

Time Zone : Asia/Dhaka

Entered By : Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM

[Acknowledge Status](#)

Individual

Entered By

Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM

Magdagdag ng Follow-up:

6. I-click ang **Add Follow-up** button sa T-Log page upang magdagdag ng follow-up comments sa T-Log.


T-Log Submitted ⓘ

Individual	Vikranty Bosnet	Program	Day Shift
Entered By	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	Today at drawing class Vikranty drew a very nice picture.		
Time In	11:00 am	Time Out	12:00 pm
Reporter	Amit Ibrahim, Supervisor	Reported On	09/20/2020 12:00 PM

Follow-up

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

Attachments

Document Attachment
<p>Photo</p> 



PDF

◀ Previous

Next ▶

Cancel

Back

SComm

Delete

Update

7. Magbubukas ang **T-Log** page kung saan ang **Type**, **Notification Level** & **Summary** ay napunan na dati. Ilagay ang nais na follow-up comment sa **Description** field pagkatapos ay i-click ang **Submit** button.

T-Log New ⓘ

Individual	Vikranty Bosnet		Program	Day Shift
* Type	<input type="checkbox"/> Health <input checked="" type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General			
Notification Level	<div>Medium ▼</div>			
* Summary	<div>Drawing</div>			
→ Description	<div>Today she started painting with color and she is doing very good.</div> <div>About 9935 characters left</div>			
Time In	<div>09:00 am ⌚</div>	Time Out	<div>10:00 am ⌚</div>	
Reporter	<div>Search</div>	Reported On	<div>MM/DD/YYYY hh:mm 📅</div>	
Attachments				
Document Attachment	<div> <div>Add File</div> <div>Scan File</div> </div>			
Photo	<div> <div>Add Image</div> </div>			

Cancel

Back

Submit

8. Makikita mo ang sumusunod na mensahe. I-click ang Back to **Form** link upang makita

ang updated T-Log.

The form TL-DEMOTPHL-H9W4NGBZ7MULE has been Successfully Submitted

Back to [Form](#) | [List](#)

Actions


[Create New T-Log](#)

9. Sa **Follow-up** section andon ang lisatahan ng mga follow-up T-Logs. I-click ang desired link mula list upang makita ang specific Follow-up comment.

T-Log Submitted

Individual	Vikranty Bosnet	Program	Day Shift
Entered By	Ferdaus Rahman, Supervisor on 09/21/2020 01:48 PM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	Today she started painting with color and she is doing very good.		
Time In		Time Out	
Reporter		Reported On	

Follow-up

Summary	Entered By	Photo	Attachment
Drawing 	Ferdaus Rahman, Supervisor, 09/21/2020 01:43:43 PM	Yes	
Drawing	Ferdaus Rahman, Supervisor, 09/22/2020 01:48:36 PM		

[Add Followup](#)

Attachments

Document Attachment

Photo



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